

SNYDER COUNTY

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE



Adopted August 31, 2021


Prepared with assistance from:




COUNTY OF SNYDER
ORDINANCE NUMBER 2021- 01


ENACTED AND ORDAINED as an Ordinance of the County of Snyder, Pennsylvania by the Board of County Commissions this 31st day of August, 2021. The effective date of this Ordinance shall be August 31, 2021.

ATTEST:


Anthony Phillips, Chief Clerk

SNYDER COUNTY
BOARD OF COMMISSIONERS:

By:  (SEAL)
Joseph E. Kantz, Chairman

By:  (SEAL)
Charles Steininger, Vice Chairman

By:  (SEAL)
Adam Ewig, Secretary

Snyder County Planning Commission

Lincoln Kaufman, Planning Director
Max Gemberling, Chairman
John M. Cramer, Vice Chairman
Joseph E. Kantz, County Commissioner
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Appreciation is expressed to the members of the Snyder County Planning Commission and Planning Department who have contributed significant time to the development of this Ordinance. In addition, special thanks is expressed to the Subdivision and Land Development Ordinance Committee for the many diligent hours it dedicated to the drafting, review and revision of this Ordinance.

Subdivision and Land Development Ordinance Committee

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FREQUENTLY ASKED QUESTIONS

1. What is a subdivision?

Generally speaking, it is a division of a tract of land into two or more lots (the total number of lots includes the lot that remains from the division). For example, if you own five acres and want to sell or give an acre to someone you would be doing a subdivision to make the one lot into two.

2. What is a land development?

In general, a land development is the improvement of a tract of land involving a non-residential building or a group of two or more residential units on a single lot. For example, the construction of a new convenience store or two or more single-family homes on one lot would be considered a land development. However, the construction of one single family home on an approved and vacant lot of record is not considered a land development.

3. What is a lot of record?

A lot of record is a parcel or tract of land that was legally created and has a deed and associated plot plan or map on file in the office of the Snyder County Recorder of Deeds. Be advised that some lots recorded in the Recorder of Deeds Office were not created by legal means and could be problematic when you attempt to purchase, subdivide or develop the particular piece of land. If you discover a problem with a deed you should contact an attorney or a professional land surveyor for assistance.

4. Why do we have subdivision and land development ordinances?

An ordinance can reduce detrimental impacts to the surrounding community. For example, most ordinances require that new roads be designed and built in a manner that is safe for future users and will structurally withstand the traffic upon them.

Secondly an ordinance coordinates the provision of services and infrastructure to support the new development. For example, development needs to provide an environmentally safe and healthful method of treating wastewater.

Finally, an ordinance requires that a plan be recorded in the Office of the Recorder of Deeds within 90 days of final approval. Once recorded, it becomes part of the official county land records system. A recorded plan shows where property lines are located and becomes a source of title information, as does the deed.

5. What is the difference between the subdivision and land development ordinance and zoning regulations?

Zoning ordinances regulate the types of uses permitted on a tract of land such as agriculture, commercial, residential and industrial. They tell you how the land can be used. In Snyder County zoning ordinances are adopted by local townships and boroughs.

A subdivision and land development ordinance regulates how land is divided and improved if it is to host uses that are allowed by the zoning.

For example, zoning may allow your land to be used for housing and might specify a minimum size for the lots plus distances that structures must be set back from property lines and roads. The subdivision and land development regulations determine how stormwater runoff is to be managed, the safest place to locate driveways, whether sidewalks are needed, what water supply is available, etc.

6. What is the first thing I should consider when developing or subdividing my land?

There are many things to consider, but one of the most important first steps is to determine if your municipality has zoning. If they do you should contact your municipal zoning officer to determine how your land is zoned. The zoning officer is appointed by the borough or township to administer the zoning ordinance and will help you understand what types of uses are allowed on your property and what requirements exist under the zoning ordinance.

7. I know how my land is zoned or that a zoning ordinance is not in place. Now I want to move ahead with a subdivision or land development. What should I do next?

At this point you should contact a surveyor, engineer or landscape architect to prepare a plan for you. Surveyors, engineers and landscape architects are licensed by the Commonwealth of Pennsylvania to prepare and certify development plans. As licensed professionals, they are charged with designing, preparing, and submitting plans that conform to the applicable regulations.

It is in your best interest to sit down and discuss your plan with your design professional. Together, decide how you want to subdivide or develop your land. Discuss where you want to place new lots and where you want to locate buildings, roads, driveways, etc.

If you or your design professional have any questions you can call or meet with Snyder County Planning Department staff or the Snyder County Planning Commission at one of their meetings to discuss your proposal. If you feel confident that you are adequately prepared to proceed, then have your design professional prepare a formal plan and application. The plan should be submitted along with required application fees, forms and other documentation for approval by the Snyder County Planning Commission.

8. How do I choose a professional to prepare and present my plan?

Ask questions! Basically, you should choose a design professional the same way you would choose any professional like an attorney, accountant or doctor. Does the individual or firm have a lot of experience with the Snyder County Subdivision and Land Development Ordinance? Are they experienced in the design and development of one- lot subdivisions or large residential and commercial land developments? Will they provide you with a list of references to check out? Do they have good communication skills? Can you expect them to keep you informed throughout the entire process? How soon can they get started and how long will it take them to get a completed plan that meets the ordinance prepared and submitted?

We recommend you take the time to check out design professionals before making a final decision. For ethical reasons the Snyder County Planning Commission and Planning Department staff cannot recommend a design professional.

9. How much will my subdivision or land development plan cost?

The cost of your plan will vary depending on many factors such as the type of project, site conditions, complexity of issues, amount of time needed by your design professional, etc. Your design professional should be able to provide you with an estimate of the cost of their services. The fees for review by the Planning Commission vary, but typically range from \$50.00 to \$400.00 depending on the complexity of your proposed project, the first hour of review is included with your submission fee. Please refer to the current Fee Schedule available from the Snyder County Planning Department Office. In addition, you will be required to reimburse the Planning Commission for any costs associated with its consultants reviewing the plan. When engineering detail is involved these fees can easily reach \$500.00 to \$1,000.00 and in some cases more. This can vary and is largely dependent upon how well your design professional has addressed and met the requirements of the ordinance. As with most things it is far more economical to be patient and have your design professional submit plans that conform to the ordinance requirements the first time the plan is submitted. Again, a meeting with the Planning Commission or its staff and consultants prior to designing and officially submitting your plan can be well worth the extra time and effort.

10. What happens to my plan after it is submitted to the Snyder County Planning Commission for approval?

The Planning Commission staff checks to see if the application is complete. All required sets of plans, documentation, and fees must accompany your application. If the application is accepted, the Planning Commission schedules your plan for action. The Planning Commission has a maximum of 90-days to act on your plan under state law; however, the Planning Commission and staff will generally attempt to facilitate a shorter review and approval period. In many cases plans can be approved within 45-60 days; however, timing depends on the complexity of your project and on how well your design professional has prepared the plan in accordance with the ordinance requirements. If your plan lacks sufficient detail, does not address design requirements of the ordinance, or is deficient in any respect, this will delay your approval. In some cases, the Planning Commission may be willing to negotiate a time extension to the approval period, or in more severe circumstances may need to disapprove your plan.

Once the plan is reviewed the Planning Commission will approve the plan, approve the plan with conditions, or disapprove the plan. An **approval** means your plan meets all requirements of the subdivision and land development ordinance and it can be recorded. A **conditional approval** means that your plan is not fully in compliance with the ordinance, but it "can be brought into compliance" if it is revised to meet the specified conditions. Before your plan can be recorded, the deficiencies must be corrected and approved by the Planning Commission and staff. **NO** building or sale of lots may take place until those corrections are made and the plan has been recorded. A conditional approval will delay your project until the time all the pending conditions are met. In some cases, this can be a few days or a week or as long as several months when other

local or state permitting issues need to be resolved. Most plans acted on by the Planning Commission receive a conditional approval. **Disapproval** means that your plan cannot be approved as submitted because it departs from the ordinance requirements. A disapproved plan cannot be recorded and **NO** building or sale of lots may take place. A new plan must be submitted with appropriate fees if the intention is to proceed with the development.

11. My plan was conditionally approved. What happens next?

Contact your design professional to discuss how you can meet the conditions and how soon the compliance items can be submitted to the Planning Commission for review and approval.

12. My plan was approved and given back to me. Now what do I do with it?

The plan you have received has been finally approved by the Planning Commission and recorded with the Snyder County Recorder of Deeds; it is recommended that you keep the plan for your personal records.

13. What does it mean to have my plan recorded?

According to state law and the county ordinance no new lots can be sold until the subdivision plan is recorded in the office of the Snyder County Recorder of Deeds. Recording the plan places the lot or lots "ON RECORD", meaning that they can legally be divided from the larger tract of land. Once recorded the plan, lots, and associated deeds become part of the county's permanent land record system.

Article 1

AUTHORITY AND OBJECTIVES

This Article establishes the authority for adoption of the Subdivision and Land Development Ordinance and clarifies jurisdiction where similar municipal ordinances do or do not exist.

Section 100 Authority Adoption and Jurisdiction

- A. The Board of Commissioners of the County of Snyder, pursuant to the Pennsylvania Municipalities Planning Code (MPC), Act of 1968, P. L. 805, No. 247 as reenacted and amended, hereby ordains the following regulations governing subdivision and development of land within the County limits. These regulations amend and replace the County's Subdivision and Land Development Ordinance 1980-1 adopted June of 1980, amended January 20, 2009 and most recently amended July 12, 2016.
- B. The Board of Commissioners hereby designates the Snyder County Planning Commission as its agent to administer and enforce these regulations.
- C. These regulations shall remain in effect until modified, amended, or rescinded by the Board of Commissioners of the County of Snyder.
- D. No subdivision or land development of any lot shall be made and no road, sanitary sewer, storm sewer, water main, or other improvements in connection therewith, shall be laid out, constructed, opened, or dedicated for public use or travel, or for the common use of occupants of buildings abutting thereon, except in accordance with the provisions of this Ordinance or any applicable municipal ordinance, whichever has jurisdiction. Where a subdivision and land development ordinance has been enacted by a Municipality, it shall be adhered to and may serve as a basis for plan review by the County Planning Commission. Where no municipal subdivision and land development ordinance exists, the provisions of this Ordinance shall apply.
- E. Any person, applicant, co-partnership, corporation, or other entity intending to subdivide or develop land, as defined in these regulations, shall, in accordance with these regulations, prepare a plan of the proposed subdivision or land development. The plan shall be prepared and submitted in compliance with this Ordinance.
 - 1. As required by the Municipalities Planning Code ("MPC"), plans of proposed subdivision or land development for property located within a Municipality having legally adopted a subdivision and land development ordinance shall be submitted to the County Planning Commission together with the required fee for review. The fee shall be established from time to time by resolution of the County Planning Commission. The plan and fee shall be submitted by the Municipality unless the Municipality has adopted a resolution authorizing the County Planning Commission to receive plans and fees directly from the applicant and has provided a copy of that resolution to the County Planning Commission. The County

Planning Commission shall have the amount of time specified in Article 3 of this Ordinance to review the plan.

2. Plans of proposed subdivision or land development for property partially or completely located within any Municipality which has not legally adopted a subdivision and land development ordinance shall be submitted to the County Planning Commission for review and approval.
 3. As required by the MPC, the County Planning Commission shall not change or add requirements at subsequent stages of the review procedure if the Planning Commission did not comment on the items as they appeared on the plan or accompanying materials. However, changes to the plan or accompanying materials made by the applicant may result in new comments and requirements by the County Planning Commission.
- F. The provisions and requirements of this Ordinance shall apply to and control all subdivision and land development plans submitted after the effective date of this Ordinance.
- G. Where portions of existing lots, tracts, or parcels of land are being acquired by governmental units or public utilities for use in road improvements, utility lines, or utility structures, these divisions of land shall be exempt from the requirements of this Ordinance.
- H. If doubt exists about the intended meaning of the language in this Ordinance, the language shall be interpreted in favor of the landowner and against any implied expansion of any restriction contained in the language.

Section 101 Title

This Ordinance shall be known and may be cited as the “Snyder County Subdivision and Land Development Ordinance” or “Snyder County SALDO.”

Section 102 Definitions

Unless otherwise expressly stated, the following words, terms, or phrases shall, for the purpose of this Ordinance, have the following meanings:

Access: A way or means of approach to provide physical entrance to a property.

Access Drive: A vehicular entry to or exit from a parking area.

Accessory Building: A detached building, the use of which is customarily incidental and subordinate to that of the principal building, which is located on the same lot as the principal building.

Add-On: A piece of land that will be joined to an adjoining property. An add-on piece is merged with the adjoining property and maintains no separate identity as a lot.

ADT: Average daily traffic.

Agent: Any person or entity acting on behalf of the applicant and with apparent or actual authority from the applicant.

Alley: A minor right-of-way providing secondary vehicular access to the side or rear of two (2) or more properties.

Anchoring: The fastening of a mobile home to its mobile home stand or pad in order to prevent upset or damage due to wind, erosion, flooding, or other forces.

Applicant: A landowner, agent of the landowner, or developer, who has filed an application for subdivision or land development approval.

Application: A request by an applicant for review of a plan for subdivision or land development, whether preliminary or final, required by this Ordinance.

As-Built Plan: A plan prepared by a registered engineer or surveyor showing the construction details of roads, drains, sewers, bridges, culverts, public utilities and other improvements as required by this Ordinance.

Attached Dwelling: A residential structure whose dwelling units have at least one (1) common wall.

Base Flood Elevation: The one hundred (100) year flood elevation as delineated by FEMA.

Building: Any structure on a lot, having a roof supported by columns or walls regardless of whether it is permanently affixed to the land.

Building Setback: A minimum distance, measured from the right-of-way, side lot and rear lot lines to the building setback line, within which no building may be constructed.

Building Setback Line: The line within a property defining the required minimum distance between any building and the adjacent right-of-way, side and rear lot lines.

Campground: An area or portion of land located on a single lot or contiguous lots operated as a commercial enterprise, generally providing space in the form of campsites for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as travel trailers, self-propelled campers, recreational vehicles, pull-behind trailers, and similar vehicles, tents, cabins, cottages, or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with this Ordinance.

Campsite: Any plot of land within a campground intended for exclusive occupancy by a camper, or a group of similarly situated campers.

Cartway: The portion of any road, right-of-way, easement, or access paved, improved or intended for vehicular use.

Centerline: A line located exactly in the center of the width of the cartway, right-of-way, easement, access, or road.

Cluster Housing Development: A concept of design and site planning in which several units are grouped together on a parcel of land. Each cluster is set off from others by open space often held for the common use or enjoyment of the neighborhood residents, or the community at large, and which helps give visual definition to each individual group.

Commercial Land Development: A land development the principal use of which is designed and intended for commercial purposes, including but not limited to, retail stores, shopping centers, motels, offices, sports stadiums, golf courses, racetracks, and similar structures and uses.

Commission: See *Planning Commission*.

Common Open Space: An area of land, water or both within a development plan, designed and intended for the use of residents of the development plan and, where designed, the community at large. Common open space does not include rights-of-way, off-street parking areas, and areas set aside for above-ground public facilities. Common open space shall be substantially free of structures but may contain such improvements as approved in the development plan that are appropriate to recreational and other open-space uses of the area.

Community Sewage System: A publicly or privately owned system for the collection and disposal of sewage or liquid industrial wastes from two (2) or more units or lots, including various devices for the treatment of such sewage or wastes.

Comprehensive Plan: The Snyder County Comprehensive Plan, consisting of maps, charts, and textual matter, as well as any future revisions.

Condominium: Ownership in common with others of a parcel of land and certain parts of a building thereon which would normally be used by all the occupants, together with individual ownership in fee of a particular unit in such building or on such parcel of land. The individual units owned may include dwellings, offices and other types of space in commercial or industrial buildings or on property.

Conservation District: The Snyder County Conservation District.

Corner Lot: A lot or parcel of land, abutting upon two (2) or more roads at their intersection. Corner lots have two (2) or more front yards and require the necessary front yard setbacks for each yard.

County: Snyder County, a political subdivision of Pennsylvania.

Cross-section: A profile view of a right-of-way for the purpose of showing construction methods.

Cul-de-sac: A road with access at only one (1) end to a public road system and terminated at the other end by a vehicular turn-around.

DEP: Pennsylvania Department of Environmental Protection.

Dead-end Road: A road having no turn-around area at its closed end.

Dedicated: A road or public facility maintained and controlled by a Municipality.

Density: The number of dwelling units per developable area.

Detention Basin: A storage facility for the temporary storage of stormwater runoff that uses an outlet structure. Detention basins may use infiltration for a portion of the storage volume, but the outlet structure is the primary control feature. (Compare *Retention Basin*.)

Developer: Any landowner, agent of the landowner, or tenant with permission from the landowner who makes or causes to be made a subdivision of land or land development or submits a development plan under the terms of this Ordinance.

Developer's Agreement: An agreement between the Developer and the County, through the Planning Commission, setting forth the obligations of the Developer regarding, but not limited to: conditions precedent to construction; compliance by contractors; damage to existing roads, drainage structures or other facilities; wetland issues, if any; swales and detention basins and retention basins; disposal of waste materials; developer's failure to proceed; insurance and indemnification; financial security and release thereof; escrow for reimbursement of County expenses; default by Developer; and maintenance guarantees, if any.

Development: The entire area encompassed by a land development, subdivision, mobile home park or specialized development.

Development Plan: The provisions for development of land, including a plan of subdivision, and all covenants and requirements relating to: use, location, and bulk of buildings and other structures; intensity of use or density of development; roads, ways and parking facilities; common open space; and public facilities. The phrase "provisions of the development plan" shall mean all materials referred to in this definition whether written or graphic.

Driveway: A private road providing access for vehicles to a parking space, garage, dwelling, or other structure. Driveways shall serve no more than four (4) lots.

Driveway, Commercial: A driveway that serves a commercial land development.

Driveway, Residential: A driveway that serves no more than four (4) residential lots.

Dwelling: A building which contains one or more dwelling units.

Dwelling Unit: A building or portion of a building used or intended to be used for residential purposes by not more than one family.

Easement: A right-of-way or other right granted by a property owner for the limited use of a designated part of the property for specified public, quasi-public or private purposes.

Engineer: A professional engineer licensed in the Commonwealth of Pennsylvania.

Erosion: The removal of surface materials by the action of natural elements.

Final Approval: Plan approval without any conditions.

Flag Lot: A lot not fronting or abutting a public road and where access to the public road is by a narrow projection (flag pole) of the lot.

Flood: A temporary condition of partial or complete inundation of a normally dry land area.

Floodplain: The one hundred (100) year floodplain as delineated by the Federal Emergency Management Agency (FEMA).

Floodway: The portion of the one hundred (100) year floodplain adjacent to a river or other water course that must be reserved in order to carry and discharge the waters of the one hundred (100) year flood without cumulatively increasing the water surface elevation at any point more than one (1) foot above the Regulatory Flood Elevation, as delineated by FEMA.

Flood Fringe: The portion of the one hundred (100) year floodplain between the floodway and the boundary of the one hundred (100) year floodplain.

Frontage: The distance between the points of intersection of the side and front lot lines. On a corner lot, frontage is the distance between the corner of the property abutting the intersection of rights-of-way and the intersection of the side lot lines and the front property lines.

Half Road: A road of less than the required right-of-way and cartway width.

Highway Occupancy Permit (“HOP”): A permit required to construct an access, driveway or road intersecting an existing public road.

Horizontal Curve: A curve of a right-of-way being used to change direction on a level plane.

Improvements: Those physical additions, installations and changes required to render land suitable for the use intended or to meet the requirements of this Ordinance or the applicable municipal ordinance including, but not limited to: grading, paving, curbing, road lights and signs,

fire hydrants, water mains, electric service, gas service, sanitary and stormwater sewers, crosswalks, driveways, and culverts.

Improvements Guarantee: See *Performance Guarantee*.

Industrial Land Development: A land development the principal use of which is designed and intended for industry including without limitation: industrial parks, manufacturing plants and similar uses.

Industrial Park: A tract of land laid out in accordance with an overall plan for a group or community of industries, including the servicing of these industries, with separate building designed and arranged to insure compatibility between the industrial operations in the park and the surrounding area through such devices as landscaping, architectural control, setbacks and use requirements.

Industry: The extraction, manufacturing, compounding, processing, assembling, or treatment of materials, articles, or merchandise.

Intersection: The crossing of two (2) lines at any angle, whether road rights-of-way, centerlines or lot boundary lines.

Key Map: A map of the entire plot when plot is too large to be put on one (1) sheet, indicating the location of each sheet within the plot.

Land Development:

A. Any of the following activities:

1. The improvement of one (1) lot or two (2) or more contiguous lots, tracts or parcels of land for any purpose involving:
 - a. A group of two (2) or more residential or non-residential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
 - b. The division or allocation of land or space, whether initially or cumulatively, between or among two (2) or more existing or prospective occupants by means of, or for the purpose of roads, common areas, leaseholds, condominiums, building groups or other features.

2. A subdivision of land.

B. But NOT the following activities:

1. The conversion of an existing single-family detached dwelling or single-family semi-detached dwelling into not more than three (3) residential units, unless such units are intended to be a condominium; and
2. The addition or expansion of accessory buildings, for agricultural purposes, if the added building or expansion does not exceed 5,000 square feet of additional building coverage since January 1, 2015. Additions or expansions since January 1, 2015 which have been presented to and approved by the Planning Commission shall not be included in determining the square footage exempted from Land Development.
3. An expansion of a non-residential building if the expansion does not exceed 1,000 square feet of additional building coverage since January 1, 2015. Expansions since January 1, 2015 which have been presented to and approved by the Planning Commission shall not be included in determining the square footage exempted from Land Development.
4. The addition of a building accessory to a non-residential building if the added building does not exceed 1,000 square feet of additional building coverage since January 1, 2015. Additions since January 1, 2015 which have been presented to and approved by the Planning Commission shall not be included in determining the square footage exempted from Land Development.
5. The addition of a building accessory to a residential building if the added building does not exceed 2,500 square feet of additional building coverage since January 1, 2015. Additions since January 1, 2015 which have been presented to and approved by the Planning Commission shall not be included in determining the square footage exempted from Land Development.

Landowner: The legal or beneficial owner or owners of land, the holder of an option or contract to purchase land (whether or not such option or contract is subject to any condition), a lessee authorized under the lease to exercise the rights of the landowner, or another person or entity having a proprietary interest in land.

Lot: A designated area of land established by plat, subdivision, or as otherwise permitted by law, to be used developed, or built upon as a unit. Add-On pieces shall not be considered, or labeled, a lot.

Lot Area: The area contained within the property lines of a lot excluding any area within any public right-of-way, but including the area of any other easement.

Lot Depth: The average distance between the front and rear lot lines.

Lot Line, Front: The line separating the lot from an adjacent road or, where no adjacent road exists, the line of the lot closest and most parallel to the road from which access to the lot is intended.

Lot Size: See *Lot Area*.

Lot Width: The distance between the two (2) side lot lines measured along the building setback line or, on corner lots, the distance between the right-of-way line for the non-address road and directly opposite property line measured along the building setback line.

Maintenance and Use Agreement: An agreement between landowners who share a driveway or private road setting forth the terms by which the landowners shall share the cost of maintenance of the driveway or private road and use of the driveway or private road. The agreement shall be binding upon the landowners' heirs, successors and assigns.

Maintenance Guarantee: Financial Security consisting of cash, a bond, a binding letter of credit, line of credit, escrow account, or negotiable securities and an agreement insuring that any required improvements constructed as part of an approved subdivision or land development have been properly installed and guaranteeing their integrity for a specified time period not to exceed 18 months from the date of complete installation of all the required improvements. Said amount of deposit shall be 15% of the total cost of the required improvements.

Mobile Home: A transportable, single family dwelling intended for permanent occupancy, office, or place of assembly contained in one (1), two (2) or more units designed to be joined into one (1) integral unit capable of again being separated for repeated towing, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations, and constructed so that it may be used without a permanent foundation.

Mobile Home Lot: A parcel of land in a mobile home park, improved with the necessary utility connections and other appurtenances necessary for the erection thereon of a single mobile home.

Mobile Home Pad: A section of an individual mobile home lot which has been reserved for the placement of the mobile home.

Mobile Home Park: A parcel of land which has been planned and improved for the placement of three (3) or more mobile homes.

Modification Request: A request for relief from the requirements of the Ordinance.

Mud-free: Any type of construction maintaining a permanently passable condition during all types of weather.

Municipality: Any city of the second class A or third class, borough, incorporated town, township of the first or second class, county of the second class through eighth class, home rule municipality, or any similar general purpose unit of government which currently exists or shall hereafter be created in Snyder County.

One Hundred-Year Flood: A flood that has one (1) chance in one hundred (100) or a one percent (1%) chance of being equaled or exceeded in any one (1) year as determined by the federal government.

On-lot Sewage Permit: A permit required to construct and use an individual or community on-lot sewage system, issued by the municipal Sewage Enforcement Officer (“SEO”).

On-lot Sewage System: A system of piping, tanks, or other facilities, including privies, serving a single lot and collecting and disposing of sewage in whole or in part into the soil or into waters of the Commonwealth of Pennsylvania or by means of conveyance to another site for final disposal.

Open Space: An area that is intended to provide land free of development and is designed for environmental, scenic or recreation purposes. Open space may include but is not limited to lawns, decorative plantings, walkways, active and passive recreation areas, playgrounds, fountains, wooded areas and watercourses. Open space shall not include driveways, parking lots or other surfaces designed or intended for vehicular travel, or detention and retention ponds. In addition no area of future road right-of-way shall be counted as open space.

Owner: See *Landowner*.

Parcel: An area of land recorded and shown on a tax map.

Parent Tract: The original lot or parcel of land from which a new lot is being subdivided.

Parking Space: A space available for the parking of one (1) motor vehicle and surfaced to whatever extent necessary to permit use under all normal seasonal weather conditions.

Performance Guarantee: A deposit of cash, a bond, a binding letter of credit, a line of credit, an escrow account, or negotiable securities and an agreement guaranteeing that all improvements required as part of an approved subdivision or land development are properly installed.

Planning Commission: The Planning Commission of the County of Snyder.

Planning Director: The Planning Director of the Planning Commission of the County of Snyder.

Plan: A map of a subdivision or land development, whether preliminary or final.

Recorder of Deeds: The Snyder County Recorder of Deeds.

Residential Unit: A structure, or portion of a structure, in which a single family lives.

Retention Basin: A storage facility for the temporary storage of stormwater runoff that does not use an outlet structure and primarily relies on infiltration. Compare *Detention Basin*.

Road: Includes street, avenue, boulevard, road, highway, freeway, parkway, lane, alley, viaduct, driveway, and any other ways used or intended to be used by vehicular traffic whether public or private.

Road, Arterial: A road serving a large volume of comparatively high speed and long distance traffic, including all facilities classified as main highway by the Pennsylvania Department of Transportation (PADOT). Generally has more than 3,000 ADT.

Road, Collector: A road connecting local roads to arterial roads which carries a lesser volume of traffic than an arterial. Streets in industrial and commercial subdivisions shall generally be considered collector streets. Generally has 1,000 to 3,000 ADT.

Road, Local: Those that are local in character and serve farms, residences, businesses, neighborhoods and abutting properties.

Road, Private: Any road that has not been, or will not be, dedicated and accepted by a Municipality or the State.

Road, Public: Any road that has been, or will be, dedicated and accepted by a Municipality or the State.

Skirt: Panels specifically designed for the purpose of screening the underside of a mobile home by forming an extension of the vertical exterior walls of the mobile home and covering the entire distance between the bottom of the exterior walls and the ground elevations below.

Staff: The technical planning personnel designated by the Planning Commission to administer these regulations.

State Road (SR): A road maintained and controlled by the Pennsylvania Department of Transportation.

Stormwater Maintenance Agreement: An agreement with the County giving it the right to enforce the proper functioning of private stormwater facilities by correcting improperly functioning facilities at the landowner's expense if the landowner fails to do so.

Street: See *Road*.

Structure: Any manmade object having an ascertainable stationary location on or in land or water, whether or not affixed to the land.

Subdivision: The division or redivision of a lot, tract, or parcel of land by any means into two (2) or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development; but not the subdivision by lease of land for agricultural purposes into parcels of more than ten (10) acres not involving any new road, easement of access, or any residential dwelling.

Surveyor: A licensed surveyor registered by the Commonwealth of Pennsylvania.

Waiver: See *Modification Request*.

Water Course: A permanent stream, intermittent stream, river, brook, creek, or a channel or ditch for water, whether natural or manmade.

Water Supply System: A system for the collection, treatment, storage and distribution of potable water from the source of supply to the consumer.

Water Supply System, Public or Community: A water collection, treatment and distribution system which serves facilities on a community, area-wide, or regional basis in which water is collected and treated by means of a treatment plant that is designed, approved, and permitted in accordance with the requirements of the PA DEP and from which treated water is then distributed to end users. Such systems shall include municipal and public treatment facilities as well as those systems installed, owned and maintained by private developers.

Article 2

PROCEDURES FOR PLANS APPROVED BY SNYDER COUNTY

Section 200 All Plans

A. Plan Submission Deadlines and Filing Dates.

1. **Plan Submission Deadlines.** Plans and supporting documentation may be submitted to the Snyder County Planning Department with a completed application form accompanied by all applicable fees at any time during normal office hours; however, plans submitted less than fifteen (15) calendar days prior to the next regularly scheduled Planning Commission meeting shall not be reviewed at that meeting, but will be reviewed at the succeeding meeting.
2. **Official Plan Filing Dates.** Plans shall be considered officially filed at the next monthly meeting of the Planning Commission following the delivery of a completed application form, applicable fees, and the requisite number of plans and other supporting documents to the Snyder County Planning Department, unless the Staff has determined that the application is incomplete. Should the next monthly meeting of the Planning Commission be more than thirty (30) days following the delivery of the completed application to the Planning Department, the plan shall be considered officially filed on the thirtieth (30th) day following the delivery of the completed application.
3. **Effect of Filing Date.** After an application has been officially filed in accordance with the foregoing Section and while a decision on the application is pending, no change in any zoning, subdivision, or other local governing ordinance or plan shall affect the decision on the application adversely to the applicant; and the applicant shall be entitled to a decision in accordance with the provisions of the local governing ordinances and regulations effective on the official plan filing date.
4. **Incomplete Applications.** The Planning Director or the Director's designee shall have seven (7) days from the date an application is delivered to check the plans and accompanying documents to determine if on their face they are in proper form and contain all the information required by this Ordinance. If incomplete, the application will be returned to the applicant with a statement that the application is incomplete within the seven (7) day period; otherwise the application shall be deemed accepted for filing. Acceptance shall not constitute a waiver of any deficiencies or irregularities. An applicant may appeal a decision by the Director to the Planning Commission in accordance with Section 803B of this Ordinance.

B. Application Requirements. All Plan Applications shall include the following:

1. Six (6) copies of the Plan in either black on white or blue on white prints that are 24" x 36". Other colors may be used on a plan provided all information and

details shown on the plan will remain understandable after the plan has been scanned. Additional copies may be required if the proposed site fronts on or is intended to have a street access to a state highway or is a project of regional significance; this will be determined by the Planning Director in his or her sole discretion. The applicant is also responsible for providing the necessary copies for sewage planning review.

2. Three (3) copies of all reports, deed covenants, notifications, regulatory permit applications and reviews, and certifications which are not provided on the Plan including, but not limited to: traffic engineer reports, stormwater management narrative and calculations, maintenance and use agreements, and sewage percolation test results.
3. Applications must include one (1) completed application form with all information legible and bearing the required signatures. An application form is contained in Appendix A.
4. Appropriate filing fee for an amount established by a fee schedule adopted by resolution of the Planning Commission and available from the Snyder County Planning Department Office.

C. **Distribution of Copies.** Upon receipt of a completed application the Planning Commission Staff shall refer one (1) copy of the Plan and any related documentation to the following individuals and agencies, as appropriate, for their review and report.

1. Municipal Governing Body.
2. County Planning Director.
3. County Planning Commission Solicitor.
4. County Planning Commission Engineer.
5. County Planning Commission members, as requested.

The remaining copies shall be used for Planning Commission review.

D. **Optional Hearing.** The Planning Commission may conduct a public hearing pursuant to public notice in order to inform the public and obtain comment prior to taking action on a preliminary plan application.

E. **Commission Action.** The Planning Commission shall review and render a decision to approve the preliminary plan as submitted, to approve the plan subject to conditions specified by the Planning Commission, or to deny the plan at a scheduled public meeting not later than ninety (90) days after the application for preliminary approval was officially filed, unless the applicant and the Planning Commission mutually agree in writing to an

extension of time or the applicant(s) voluntarily withdraws the plan from consideration. See Appendix B for a Time Extension Request Form.

- F. Written Decision.** The applicant shall be notified in writing of Planning Commission action within fifteen (15) days following the decision. Notice will be mailed to the last known address on file at the Planning Department Office with a copy of the notice provided as appropriate to the following:
1. Landowner if different from applicant.
 2. Firm/consultant that prepared the plan.
 3. Municipal governing body.
- G. Acceptance of Conditions.** If an application for a Preliminary Plan is approved subject to conditions, the conditions shall be specified by the Planning Commission and shall be accepted by the applicant in writing within thirty (30) days after the Planning Commission's action to approve the plan subject to conditions or the approval shall be automatically rescinded and the plan deemed denied.
- H. Satisfaction of Conditions.** When a Preliminary Plan is approved subject to conditions, the applicant shall satisfy all of the conditions within one hundred and eighty (180) days after the Planning Commission's action to approve the plan subject to conditions or the approval shall be automatically rescinded and the plan deemed denied. In appropriate circumstances and at the sole discretion of the Planning Commission, the applicant may be granted additional time to satisfy the conditions. No grant of additional time shall be valid unless requested in writing by the applicant and granted in writing by the Planning Commission prior to the expiration of the one hundred and eighty (180) days.
- I. Specified Defects.** If an application for a Preliminary Plan is denied, the decision shall specify the defects found in the application and shall identify the requirements that have not been met by citing the provisions of the statute or ordinance relied upon.
- J. Deemed Approval.** Failure of the Planning Commission to render a decision and communicate it to the applicant in the manner prescribed herein shall be deemed approval of the application as presented.

Section 201 Preliminary Plans

- A. Phased Development.** If an applicant intends to develop land in phases, the Preliminary Plan application shall encompass the entire land area proposed for development and shall serve as a master plan.
- B. Preliminary Plan Certification.** After receipt of Preliminary Plan approval and compliance with all conditions of approval, the Planning Commission will execute the plan approval certification with one (1) copy being retained by the Planning Commission, one (1) copy for the applicant, and one (1) copy to be provided to the municipal governing

body.

C. Effect of Preliminary Approval.

1. Approval of the Preliminary Plan application by the Planning Commission shall constitute approval of the proposed subdivision and/or land development in regard to general design, character and intensity of development, general arrangement of streets, lots, structures, and other planned facilities, but shall not constitute final plan approval.
2. A Preliminary Plan shall not be accepted for recording in the office of the Recorder of Deeds.
3. After receipt of Preliminary Plan approval the applicant may proceed to construct the improvements required by this Ordinance and shown on the approved Preliminary Plan. The applicant shall notify the Planning Commission in writing of the applicant's intent to construct improvements prior to the start of construction.
4. Preliminary Plan approval shall not authorize the sale of lots or occupancy of proposed buildings shown on the plan regardless of whether or not proposed improvements have been installed.

Section 202 Final Plans

A. Final Plan Applications. An application for Final Plan review and approval may be submitted when one of the following conditions has been met:

1. The applicant has unconditional Preliminary Plan approval or has satisfied all conditions of approval from the Planning Commission, and the improvements required by this Ordinance have been completed and acknowledged by the Planning Commission and municipality as having been completed correctly as shown on the Preliminary Plan.
2. The applicant has indicated the applicant's intent in writing to the Planning Commission to provide financial security for the installation of the required improvements, as permitted by the MPC and this Ordinance.

B. Conformance with Preliminary Plan. Final Plans shall conform in all important respects with the approved Preliminary Plan; otherwise the plan submitted shall be considered as a revised Preliminary Plan.

C. Improvements. No Final Plan shall be approved unless the applicant has satisfactorily installed all improvements required by this Ordinance or has filed with the Planning Commission adequate financial security and a developer's agreement to insure proper installation and construction of the improvements.

- D. Final Plan Certification.** When a Final Plan has received unconditional approval or all conditions of approval have been satisfied, the Planning Commission or County Planning Staff shall sign the approval certificate (see Appendix D). The certificate shall bear the date of the Planning Commission's official action. Within fifteen (15) calendar days thereafter, the Planning Commission shall notify the following parties of the approval in writing and distribute stamped copies of the plan as follows:
1. Municipal Governing Body: copy of letter.
 2. Applicant's Consultant: copy of letter.
 3. Applicant: original letter and two (2) stamped plans. The letter shall direct the applicant or his agent to record one (1) of the two (2) stamped plans with the Recorder of Deeds within ninety (90) days as required by the MPC.
 4. The Snyder County Assessment office: one (1) stamped plan.
 5. The Snyder County Planning Commission file: copy of letter and one (1) stamped plan.
- E. Final Plan Recording.**
1. For plans approved by the Planning Commission, the Recorder of Deeds shall not accept any plan for recording that has not been signed by the Planning Commission or the County Planning Staff.
 2. The plan to be recorded shall be clear and legible. Under no circumstances shall a plan be recorded as an attachment to or an exhibit of the instrument of conveyance.
 3. The applicant shall record the plan with the Recorder of Deeds within ninety (90) days of the date of the final approval or the date of delivery of an approved plan bearing the approval and stamp of the Planning Commission following completion of conditions imposed for such approval, whichever is later.
 4. The deeds to convey an add-on piece and combine an add-on piece with the lot to which it is being added shall be recorded immediately following the recording of the plan.
 5. All legal agreements necessary for approval shall be recorded immediately following the recording of the plan.
- F. Sale of Lots.** The sale of lots and/or construction and occupancy of proposed buildings in a subdivision or land development shall not commence until the approved Final Plan is filed and recorded with the Recorder of Deeds. The Planning Commission may seek preventive remedies, injunction or enforcement action in accordance with this

Ordinance and the MPC if lots are sold or occupancy of buildings occurs prior to Final Plan approval and recording.

Section 203 Revising an Approved Plan

The Planning Director may approve the revision of a plan without the need for formal resubmission and compliance with this Ordinance, if the revision is made merely to correct a factual inaccuracy presented on the original plan. The Commission may, in its discretion, authorize a reduction in the fee for a minor modification to a plan. If deemed a minor modification, the Planning Director may reduce the normal plan submission requirements. Any other revision to an approved plan shall be considered a new plan and shall comply with this Ordinance.

Section 204 Time Limitations and Ordinance Changes

- A. From the time an application for approval of a plat, whether preliminary or final, is duly filed as provided in this Ordinance, and while such application is pending approval or disapproval, no change or amendment of this Ordinance shall affect the decision of such application adversely to the applicant and the applicant shall be entitled to a decision in accordance with the provisions of this Ordinance as it stood at the time the application was duly filed. In addition, when a preliminary application has been duly approved, the applicant shall be entitled to final approval in accordance with the terms of the approved preliminary application as hereinafter provided. However, if an application is properly and finally denied, any subsequent application shall be subject to the intervening change in governing regulations.
- B. When an application for approval of a plat, whether preliminary or final, has been approved without conditions or approved by the applicant's acceptance of conditions, no subsequent change or amendment in this Ordinance shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within five years from such approval. The five-year period shall be extended for the duration of any litigation, including appeals, which prevent the commencement or completion of the development, and for the duration of any sewer or utility moratorium or prohibition which was imposed subsequent to the filing of an application for preliminary approval of a plat. In the event of an appeal filed by any party from the approval or disapproval of a plat, the five-year period shall be extended by the total time from the date the appeal was filed until a final order in such matter has been entered and all appeals have been concluded and any period for filing appeals or requests for reconsideration have expired. Provided, however, no extension shall be based upon any water or sewer moratorium which was in effect as the date of the filing of a preliminary application.
- C. Where final approval is preceded by preliminary approval, the aforesaid five-year period shall be counted from the date of the preliminary approval. In the case of any doubt as to the terms of a preliminary approval, the terms shall be construed in the light of the provisions of this Ordinance as it stood at the time when the application for such approval was duly filed.

- D.** Where the landowner has substantially completed the required improvements as depicted upon the final plan within the aforesaid five year limit or any extension thereof as may be granted by the Planning Commission, no change in this Ordinance enacted subsequent to the date of filing of the preliminary plan shall modify or revoke any aspect of the approved final plan pertaining to density, lot, building, street or utility location.
- E.** In the case of a preliminary plan calling for the installation of improvements beyond a five-year period, a schedule shall be filed by the landowner with the preliminary plans delineating all proposed sections as well as deadlines within which applications for final plan approval of each section are intended to be filed. Such schedule shall be updated annually by the applicant on or before the anniversary of the preliminary plan approval, until final plan approval of the final section has been granted and any modification in the aforesaid schedule shall be subject to approval of the Planning Commission in its discretion.
- F.** Each section in any residential subdivision or land development, except for the last section, shall contain a minimum of twenty-five percent of the total number of the dwelling units as depicted on the preliminary plan, unless a lesser percentage is approved by the Planning Commission in its discretion. Provided the landowner has not defaulted with regard to, or violated any of the conditions of, the preliminary plan approval, including compliance with landowner's aforesaid schedule of submission of final plans for the various sections, then the aforesaid protections afforded by substantially completing the improvements depicted upon the final plan within five years shall apply and for any section or sections, beyond the initial section, in which the required improvements have not been substantially completed within said five year period. The aforesaid protection shall apply for an additional term or terms of three years from the date of final plan approval for each section.
- G.** Failure of landowner to adhere to the aforesaid schedule of submission of final plats for the various sections shall subject any such section to any and all changes in this Ordinance enacted subsequent to the date of the initial preliminary plan submission.

Article 3

PROCEDURES FOR PLANS APPROVED BY MUNICIPALITY

Section 300 Jurisdiction

- A. The Pennsylvania Municipalities Planning Code (“MPC”), as amended, requires municipalities that have adopted a subdivision and land development ordinance to forward all applications for subdivision and land development located within the municipality to the County Planning Commission for review and report.
- B. Further, the MPC requires that municipalities not approve applications until the County Planning Commission report is received or until the expiration of thirty (30) days from the date the application was forwarded to the County Planning Commission.

Section 301 Submission Procedure

- A. The municipality shall:
 - 1. Submit one (1) copy of all applications, including all information (plans, reports, etc.) submitted to the municipality, to the County Planning Commission immediately upon receipt of the information by the municipality.
 - 2. Collect a fee for the County Planning Commission review and report from the applicant and forward the fee with the application.
- B. In lieu of the municipality forwarding the application, the municipality may adopt a resolution permitting the applicant to submit the application, including all information (plans, reports, etc.) submitted to the municipality, to the County Planning Commission along with the fee required for the County Planning Commission review and report.
- C. Upon receipt of a properly adopted and executed resolution from the municipality, the County Planning Commission will then receive applications and fees directly from applicants. A sample resolution for use by a municipality is set forth in Appendix F.

Section 302 Review Procedure

- A. Upon receipt of an application, including all information (plans, reports, etc.) submitted to the municipality, and the fee required for the County Planning Commission review and report, the County Planning Commission or Staff will respond to the municipality within thirty (30) days from the day of receipt.
- B. The applicable Review Certification as set forth in Appendix D shall be placed on the cover sheet of every Preliminary and Final Plan. After completion of the County Planning Commission’s review, a Preliminary or Final Plan may be presented to Staff for signature at which time the Review Certification will be executed.

Section 303 Scope of Review

The Planning Commission and Staff will not review the plan for compliance with the municipal ordinances. The review of the plan will be based upon other applicable laws, sound planning principles, consistency with the County Comprehensive Plan, and probable effects of development.

Section 304 Recording

For plans approved by a municipality, the Recorder of Deeds shall not accept any plan for recording that does not show the Planning Commission File Number.

Article 4

PLAN CLASSIFICATIONS AND REQUIREMENTS

The various classifications of plans are defined in this Article and plan requirements are listed in this Article for all plans.

Section 400 Classifications of Plans

- A. **Add-On Plan:** a plan which proposes the division of a piece of land from an existing lot or parcel and the addition of the piece of land to another contiguous piece of land but does not propose any new lot or any other land development. An Add-On Plan may be approved by the Planning Director without action by the Planning Commission when no modification requests are required.
- B. **Subdivision Plan:** a plan which proposes subdivision which is not an add-on plan.
- C. **Land Development Plan:** a plan which proposes the improvement of one (1) lot or two (2) or more contiguous lots, tracts or parcels of land for any purpose involving: (i) a group of two (2) or more residential or non-residential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or (ii) the division or allocation of land or space, whether initially or cumulatively, between or among two (2) or more existing or prospective occupants by means of, or for the purpose of roads, common areas, leaseholds, condominiums, building groups or other features.
- D. **As-Built Plan:** A plan prepared by a registered engineer or surveyor showing the construction details of roads, drains, sewers, bridges, culverts, public utilities and other improvements as required by this Ordinance.

Section 401 Land Development Exclusions

The Municipalities Planning Code provides for the exclusion of certain activities from the definition of land development. See this Ordinance's definition of Land Development for those exclusions which have been adopted.

Section 402 Add-On Subdivision Plan Requirements

- A. The plan shall meet all requirements for a final subdivision plan except the requirement to show contours on the plan.
- B. Additionally, the plan shall meet the following requirements:
 - 1. The plan title shall include the words "Add-On Plan".
 - 2. The plan title shall include the names of all owners involved in the land transfer.

3. The add-on pieces shall be clearly identified on the plan and shall be labeled as add-on pieces.
 4. An arrow pointing from the add-on piece to the contiguous piece of land to which the add-on piece is being added shall be shown for all add-on pieces.
 5. A draft deed to transfer the add-on piece shall be prepared and submitted to the Planning Commission.
 6. A draft deed combining the add-on piece with the existing lot to which it is being added shall be prepared and submitted to the Planning Commission. This deed shall describe the add-on piece and the existing lot using a single boundary description unless the current survey work does not permit a single boundary description, in which case the draft deed shall describe the add-on piece and existing lot separately and include a notation that the add-on piece cannot be conveyed or developed separate from the existing lot.
- C. Certificates substantially in the form provided in Appendix D (as applicable) signed by all landowners involved with the plan.
- D. Notes substantially in the form provided in Appendix D (as applicable) shall be on the plan.

Section 403 Preliminary Plan Requirements – Subdivision or Land Development

- A. The plan shall be drawn to a scale of no smaller than one hundred (100) feet to the inch. The plan shall consist of black-on-white or blue-on-white prints on sheets 24" x 36". Other colors may be used on a plan provided all information and details shown on the plan will remain understandable after the plan has been scanned. If the plan is drawn in two (2) or more sections, a key map showing the locations of the sections shall be placed on each sheet. The requirements of this subsection A may be varied by approval of the Planning Director.
- B. The following information shall be shown on the plan:
1. Title block containing the name of the project, municipality, landowner(s) of the site, tax map and parcel numbers, date, scale, name of individual preparing the plan and the word "Preliminary."
 2. North arrow. North arrows may be rotated and do not need to point toward the top of the plan as it is presented.
 3. Location map showing relation of site to roads and highway system, and municipal boundaries.

4. The distance from the property to the nearest public road intersection and the distance to major references, such as towns or villages. Alternatively, reference may be made to the route number on which the site is located and the distance to the nearest station number.
 5. A tract map at a scale no smaller than 1" = 400' that:
 - a. gives an overall view of the existing site in relation to the surrounding properties;
 - b. shows the owners of all adjoining properties;
 - c. indicates the existing lots and any proposed lot line changes. Any proposed lot line changes shall be darker than the existing lot lines;
 - d. clearly shows and locates all the subdivisions and any rights-of-way which have been recorded as parts of the larger tract since October 30, 1973.
 6. Names of owners, tract lines, and tax parcel ID number, of all adjoining properties and the names of all abutting subdivisions.
 7. Proposed lot lines with bearings and distances that are tied into the existing boundary as necessary.
 8. Proposed lease areas with bearings and distances that are tied into the existing boundary as necessary.
 9. Bearings to the nearest second and distances to the nearest 100th of a foot for all (existing and proposed) lot lines, roads, rights-of-way, easements, and other areas dedicated to the public use which are, as determined by the Planning Director:
 - a. within 50' of any affected element of the proposed subdivision or land development (e.g. structures, grading, parking areas, driveways, utility lines, drainage paths, lot coverage, etc.), or
 - b. necessary to demonstrate compliance with this ordinance.
- All new lots shall close with an error not exceeding one (1) foot in 10,000 feet.
10. Road names, lot numbers, area of each lot, total area of parent tract, building setback lines, total number of lots and dwelling units, and zoning classification.
 11. The area of the lots shall be shown in the plan view (excluding road or public rights-of-way). If vacant land crosses a municipal boundary line, the area of land within each municipality shall be shown.

12. Contour elevations at vertical intervals of two (2) feet and datum to which they refer, unless a lesser interval is approved by the Planning Director.
13. The location of prominent topographic features such as streams, soils, wetlands, drainage channels, floodplain, wooded areas and other pertinent features that may influence the design. The one hundred (100) year flood elevation shall be shown where available from FEMA Flood Insurance Study.
14. Significant manmade features on or within one hundred feet (100') of the tract, including, for example:
 - a. Bridges and roads.
 - b. Transmission lines (does not include individual service lines to lots), whether electric, telephone, or television cable, and whether underground or overhead, and public sewer, water, and gas mains shall be shown by indicating the location of poles, manholes, and curb shutoff valves from the centerline of the road.
 - c. On-lot sewage system and/or water supply shall be sized and located by survey to and/or from any convenient boundary intersection.
 - d. Any impervious area.
15. Details, profiles, proposed grading, and other information to support the stormwater facilities, water, sewer, paving, and any other proposed features shown on the plan.
16. Areas that have proposed grading shall be presented in a scale no smaller than 1" = 50'.
17. Deep probe and soil percolation test sites, if on-lot sewage facilities are proposed. Per Article 5, the sewage application or permit numbers shall be shown on the plan.
18. All existing and recorded roads on or adjacent to the tract, including names, right-of-way width, and width of pavement.
19. Existing and proposed rights-of-way and easements shall be shown on the plan. Proposed road rights-of-way, and easements shall be shown with bearings and distances or referenced to a line with bearings and distances. The full right-of-way width shall be shown and dimensioned along with the required building setback.
20. Width of pavement of proposed roads.
21. Tentative cross-sections and centerline profiles for each proposed road.

22. Recreation areas, if any, that will be used solely by the occupants of the subdivision and will not be dedicated to the public use.
23. Modification requests (waivers), along with their section reference, shall be listed on the plan in a table.
24. Driveways serving two (2) or more lots and new roads shall be named with approval from the County GIS Department and the location of the sign(s) shown.
25. Certification, with seal, by an engineer (as applicable) and surveyor that the survey and map are correct. See Appendix D for appropriate forms of certifications.
26. A certificate substantially in the form provided in the Appendix D (as applicable) signed by all landowner(s) involved with the plan.
27. A certificate substantially in the form provided in the Appendix D for signature by the Snyder County Planning Commission.
28. Sketch of future road and lot layout for the entire site where the plan is only for part of the landowner's property.
29. Possible home and driveway locations which meet the ordinance requirements for safe stopping sight distance, driveway grades, and all other applicable provisions of the design sections of this Ordinance. (Refer to the appropriate design sections of this Ordinance as applicable.)
30. When a driveway or road will utilize a State Road, a note that states a PADOT Highway Occupancy Permit is required prior to the construction of the driveway shall be on the plan as follows:

A highway occupancy permit is required pursuant to Section 420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a State highway is permitted.
31. Erosion and sedimentation pollution control measures and details.

C. Detailed drawings and specifications for:

1. A sewage system which meets the requirements of this Ordinance (see Article 5)
2. Public water supply system shown by a centerline survey location related to the road centerline or any convenient fixed point to allow easier location in the future.
3. Stormwater management which meets the requirements of this Ordinance (see Article 5)

Section 404 Final Plan Requirements – Subdivision or Land Development

- A. The plan shall meet all requirements for a preliminary subdivision or land development plan.
- B. In addition, the following are required:
 - 1. Restrictions, easement agreements, maintenance and use agreements for all private roads and driveways shall be prepared for new lots and plans as applicable, shall be reviewed and approved by the Solicitor for the Planning Commission and then shall be recorded with the Recorder of Deeds.
 - 2. Financial security if required by this Ordinance (see Section 601).

Section 405 As-Built Plans

- A. For all plans except Add-On plans, an As-Built plan showing the location, dimension, and elevation of all improvements proposed for dedication shall be submitted in order to demonstrate that those improvements have been completed in conformance with the approved plan.
- B. The As-Built Plan shall specify all deviations from the previously approved drawings.
- C. Five (5) copies of the As-Built Plan shall be submitted to the Planning Commission.

Article 5

DESIGN STANDARDS

This Article contains design standards which shall be applied in the design of subdivisions and land developments. Where a municipal subdivision and land development ordinance exists, these standards are offered as a guideline. Where no municipal subdivision and land development ordinance exists, these standards shall be applied as minimum standards. This Article is independent of other sections and is applicable to all plans.

Section 500 General Standards

- A. The standards and requirements contained in this Article are intended to be the minimum standards and requirements necessary for the promotion of the public health, safety, and general welfare, and shall be applied by the Planning Commission in reviewing all subdivision and land development plans except where municipal regulations apply.
- B. The stormwater management requirements in this Ordinance are intended to protect downstream properties from impacts resulting from increased development and to protect public roads from problems that could result without proper runoff management. The runoff during and after construction shall be controlled within the perimeter of the lot and shall be released in a manner that will not cause problems to a downstream property.

Section 501 General Road Requirements

These criteria shall be considered in the design of roads (including private roads not dedicated) in all subdivisions and land developments.

- A. The arrangement of roads shall minimize congestion, avoid hazardous intersections, and provide convenient and safe access to the property.
- B. Proposed roads shall be coordinated with existing or proposed roads on adjacent properties and shall be planned and designed for the continuation of existing roads into adjoining areas, and the continuation of proposed roads to the boundaries of the tract being developed. No subdivision or land development shall be approved that will result in a tract or parcel of land being landlocked.
- C. Where it is desirable to provide for road access to an adjoining property, the Planning Commission may require that the road stubs be extended by dedication to the boundary of such property.
- D. Where a road is proposed to be extended into property proposed for future development, a temporary hammerhead turnaround shall be provided in an extension of the right-of-way onto the property proposed for future development. The extension of the right-of-

way containing the hammerhead turnaround shall not include any portion of frontage for a residential lot.

- E.** The applicant shall provide for the extension of collector roads through the subdivision.
- F.** Roads shall be laid out to be harmonious with the existing and proposed site characteristics including, but not limited to, slope, best use, parcel layout, runoff, soil capacity, water table, floodplain, sight distance, traffic volume and safety, pedestrian use, traffic control, and parking.
- G.** Roads shall be laid out to conform as much as possible to the topography in order to permit efficient drainage and utility systems, to require the minimum number of roads to provide convenient and safe access, and to result in usable lots and satisfactory road grades.
- H.** Roads which provide ingress and egress to residential areas of single and multiple family dwellings shall be laid out to discourage and minimize their use by through traffic and to discourage excessive speeds; however, road connectivity into and from adjacent areas is encouraged and may be required.
- I.** If lots resulting from a subdivision or land development, including the tract residual, are large enough for re-subdivision, adequate road right-of-way to permit further subdivision and land development shall be provided as necessary.
- J.** Where a subdivision or land development abuts a collector or arterial road the Planning Commission may require an internal road system, marginal access road (undeveloped road; trail or pathway), rear service road, reverse frontage lots, shared driveways, or such other treatment as will provide protection for abutting properties, reduction in the number of intersections and driveways with the collector or arterial road, and separation of local and through traffic.
- K.** Where roads continue into adjacent municipalities the applicant shall coordinate the design of the road with both municipalities in order to ensure uniform cartway widths, pavement cross sections, and other public improvements.
- L.** All proposed connections to existing roads shall be approved by the jurisdiction owning the existing roads.
- M.** All roads being offered for dedication must meet the Pennsylvania Department of Transportation (PennDOT) requirements for liquid fuel allocation.
- N.** When roads are offered for dedication the applicant shall provide the required right-of-way, road geometry, road section, drainage facilities, and traffic control. Additional infrastructure may be required where design standards warrant further improvements based on a traffic engineering study.

- O.** Where a subdivision or land development abuts or contains an existing road right-of-way of improper width or alignment, the Planning Commission may require the dedication or reservation of additional land sufficient to widen the road or correct the alignment. Where an additional dedication or reservation is required, all building setback lines will be measured from such dedicated or reserved right-of-way line.
- P.** All proposed roads shall conform to the grades and profiles drawn on plans submitted by the applicant and approved by the Planning Commission according to standards set forth in this Ordinance. In addition, the applicant shall provide any necessary utility easements and subsurface drainage facilities according to standards set forth in this Ordinance.
- Q.** When a subdivision or land development is proposed along public roads, the applicant shall repair any damage to the existing public roads caused by the applicant's development activities and shall install all subdivision and land development improvements required within the public road right-of-way.
- R.** All roads shall be designed to provide for the discharge of surface water from the cartway in a non-erosive manner.
- S.** Half or partial roads shall not be permitted. Wherever a tract to be subdivided borders an existing half or partial road, the remaining portion of the road shall be platted within such tract.
- T.** Dead-end roads shall be prohibited except as stubs utilizing temporary cul-de-sacs to permit future road extension into adjoining tracts of ground or when designed as permanent cul-de-sacs of less than or equal to eight hundred (800) feet in length. Dead-end roads shall not discharge stormwater onto private property.
- U.** A vacation of any road or part of a road dedicated for public use shall not be approved if such vacation interferes with the uniformity of the existing road pattern or any future road plans prepared for the area.
- V.** Sidewalks shall be installed when the proposed development adjoins a development where sidewalks already exist and there is a location where the existing sidewalks can be connected to those to be constructed in the proposed development.
- W.** Sidewalks shall be installed for all subdivisions and land developments where the distance to the nearest school is within state limits which require students to walk rather than be transported.
- X.** Sidewalks shall be installed if the Planning Commission deems it desirable to continue existing sidewalks in adjoining subdivisions or land developments or to provide access to community facilities, commercial establishments, industrial establishments, shopping centers, schools and recreation areas.

- Y.** Sidewalks shall be designed in accordance with PennDOT Publication 408 and 72M, latest editions.
- Z.** Where sidewalks are required, curbs shall be installed to separate the sidewalks from the road. Curbs shall be designed in accordance with PennDOT Publication 408 and 72M, latest editions.

Section 502 Traffic Engineering Study

- A.** The applicant shall prepare a Traffic Engineering Study when any of the following conditions exist:
 - 1.** The subdivision or land development will generate over one hundred (100) new vehicle trips entering or exiting during any one-hour time period.
 - 2.** The subdivision or land development will result in the creation of twenty-five (25) or more lots.
 - 3.** The subdivision or land development is expected to have an ADT of 3,000 or more.
 - 4.** Current traffic problems exist in the local area, such as a high accident location, confusing intersection, or a congested intersection that directly affects access to the subdivision or land development.
 - 5.** The ability of the existing roadway system to handle increased traffic or the feasibility of improving the roadway system to handle increased traffic is limited.
 - 6.** The proposed development alters the transportation patterns on a public road providing access to the development or proposes the removal or relocation of a road.
- B.** The Traffic Engineering Study shall be prepared under the supervision of a qualified and experienced transportation engineer with specific training in traffic and transportation engineering and at least two (2) years of experience in preparing Traffic Engineering Studies for existing or proposed developments.
- C.** The Traffic Engineering Study shall at a minimum be prepared in accordance with PennDOT Publication 201, "Engineering and Traffic Studies".
- D.** The scope of the Traffic Engineering Study shall be reviewed by the Planning Commission engineer prior to commencement. The scope shall include the proposed intersection and road, as well as the surrounding impacted transportation facilities.

Section 503 Required Rights-Of-Way and Cartways

- A.** Right-of-way and cartway widths contained in this Ordinance are the minimum required for public roads based upon the need to provide efficient movement of vehicles, serve utilities, accommodate runoff, storage of plowed snow, emergency parking, temporary roadway adjustments during maintenance and accidents, and to accommodate future improvements.
- B.** Right-of-way and cartway widths should not be less than those required for all elements of the design cross sections, utility accommodation, and appropriate border areas, such as in cul-de-sacs. All plans shall be designed to provide right-of-way and cartway widths in accordance with the requirements of this Ordinance.
- C.** The Planning Commission shall reserve the right to require a right-of-way width greater than PennDOT specifications and the standards set forth in this Ordinance for reasons of public safety and convenience, for acceleration and deceleration lanes into parking lots, roads, or high density residential developments, or to provide for future service roads.
- D.** The right-of-way and cartway widths of a new road that is a continuation of an existing road shall not be continued at widths less than the existing road. Where the right-of-way and cartway widths of the new road are greater than the existing road, a transition area shall be provided, the design of which is subject to Planning Commission approval.

Section 504 Lot Access

- A.** Access to any lot, tract, parcel, subdivision or land development shall be provided in a manner that promotes a safe and efficient ingress and egress to a public road, limits the number of driveways, and promotes common points of ingress and egress that are adequate for existing and future growth.
- B.** The Planning Commission may disapprove any point of ingress or egress to any lot, tract, parcel, or development from any road when the proposed ingress or egress would create unsafe conditions, reduce the capacity of the adjoining road, or result in substandard circulation and impaired vehicle movement.
- C.** The Planning Commission may require the applicant to provide ingress and egress to a particular lot or tract through the remainder of his property or other properties over which the applicant has control.
- D.** If access from a State road or highway is proposed, a Highway Occupancy Permit (HOP) will be required for each point of access. The following note must appear on the plan prior to plan approval:

A highway occupancy permit is required pursuant to section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a State road or highway is permitted.

- E. In instances where access onto a public road is proposed as part of a subdivision or land development proposal, in a municipality which has an access or driveway permit requirement, the applicant shall include a copy of such driveway permit as part of the plan submission.
- F. For proposed development along arterial roads and collector roads, adjacent non-residential properties shall provide a joint or cross access driveway to allow circulation between sites.
- G. Access to outparcels under the same ownership in non-residential developments comprised of more than one building site, whether developed initially or in phases, shall be served by an internal access road that is separated from the main roadway.
- H. Where joint access is required, an access/driveway maintenance and use agreement must be entered into by the respective property owners and recorded with the subdivision or land development plan.
- I. All existing private roads, driveways, easements, or rights-of-way shall be indicated on the plan as private. For private, recorded accesses, if the recorded instrument contains a survey description, that description shall be shown on the plan. The book and page numbers on which the recorded instrument is filed shall be indicated. For private, unrecorded accesses, a deed of easement or right-of-way agreement shall be prepared for all property owners using the access from the public road to their property. The easement or right-of-way agreement shall be recorded with the Recorder of Deeds.
- J. For a property that abuts two or more roads, the Planning Commission may restrict access to only that road which can more safely and efficiently accommodate traffic.

Section 505 Driveways

- A. General Requirements
 - 1. Driveways shall be clearly indicated on the plan.
 - 2. Driveways shall be designed in accordance with the Section 5 design requirements of this Ordinance or any municipal standards that may exist, whichever is more stringent.
 - 3. The entire existing driveway (even the portion that may cross over adjacent properties) that serves the proposed development must be upgraded to meet the standards of this Ordinance.
 - 4. New and existing driveways that serve more than one (1) lot shall be named and have a sign that meets the applicable standards placed at the entrance with the name on it. The name shall be coordinated with the County GIS and 911 departments.

5. Driveways shall not interfere with the normal traffic movement nor be inconsistent with the design, maintenance, and drainage of the road.
6. The Planning Commission may require joint or cross access driveways to provide ingress and egress when such design would increase traffic safety by decreasing the potential for vehicular conflicts. In such cases a shared or cross access driveway maintenance and use agreement must be entered into by the respective property owners and recorded with the subdivision or land development plan.
7. The Planning Commission may require the property owner to enter into an access covenant to restrict future access if it is anticipated a property will be further subdivided or developed in a manner that will result in an unacceptable number or arrangement of driveways.

B. Design Standards

1. Driveways shall serve no more than four (4) residential units or one (1) other type of land development. When more than four (4) residential units or more than one (1) other type of land development is served, the access shall be considered a road.
2. Driveways shall be limited to one per lot per road frontage. The Planning Commission may provide more than one driveway access for non-residential developments if it can be documented that an additional access is necessary for safety.
3. Per PA Code Title 67 Chapter 441 definitions for high and medium volume driveways, channelization islands and medians shall be used at high and medium volume driveways to separate conflicting traffic movements into specified lanes to facilitate orderly movements for vehicles and pedestrians.
4. A raised channelization island may be required to restrict particular turning movements at a driveway due to potential disruption to orderly traffic flow or sight distance constraints.
5. Channelization islands and medians shall be designed consistent with the latest AASHTO publication entitled *A Policy on Geometric Design of Highways and Streets*.
6. Driveways shall be a minimum of fifteen feet (15') wide for the first twenty-five feet (25') measured from the edge of the road intersecting the access drive cartway.

7. Driveways may not exceed a width of twenty-four feet (24') at the right-of-way line, and the radius of the edge of the driveway apron shall be at least fifteen feet (15').
8. The maximum grade of driveways shall be 5% for the first twenty-five feet (25') measured from the edge of the road intersecting the access drive cartway.
9. The minimum width of the land area for a driveway shall be fifty feet (50') whether that area is owned or provided via right-of-way.
10. Driveways shall be placed ninety (90) degrees to the road for their first twenty-five feet (25') from the closest edge of the cartway.
11. All driveways shall be constructed to not impair drainage within the right-of-way, alter the stability of the improved area, or change the drainage of adjacent areas.
12. Where a drainage ditch or swale exists, the applicant shall install adequate pipe under the driveway in accordance with PennDOT Publications 408 and 72M. Drainage pipe installed under driveways shall meet the design requirements of the stormwater management provisions contained in this Ordinance.
13. The side slopes for driveway embankments within the road right-of-way shall not be steeper than ten (10) to one (1).
14. Where a driveway enters a bank through a cut, the shoulders of the cut may not exceed fifty percent (50%) in slope within twenty-five feet (25') of the point the driveway intersects the right-of-way.
15. Sight distances for all driveway / road intersections shall be designed to achieve the required minimum safe stopping sight distance as specified in accordance with the Pennsylvania Code Title 67, Chapter 441 as from time to time reenacted, amended or replaced.
16. The design speed to be used for determining safe stopping sight distance (SSSD) for the driveway / road intersection shall be the posted speed limit of the road. If there is no posted speed limit on a local road, a design speed is to be determined from the existing geometric constraints of the local road using criteria contained within the latest AASHTO publication entitled *A Policy on Geometric Design of Highways and Streets*. The Planning Commission Engineer shall review and approve all design speeds calculated based on existing geometric constraints prior to plan approval.
17. No driveway shall be located within fifty feet (50') of any road intersection.
18. A proposed lot may not use an existing driveway which does not comply with this Ordinance.

Section 506 Road Design Standards

These design criteria shall be considered the minimum standards for the design of roads in all subdivisions and land developments.

A. Design Speed. The maximum design speeds shall be as shown on Table 1.

B. Vertical and Horizontal Alignment

1. Horizontal Curves

- a. Horizontal curves shall be used at all horizontal alignment deflections in excess of two (2) degrees.
- b. Horizontal curves shall be designed in accordance with Table 1 and PennDOT Publication 70M.

2. Vertical Curves

- a. Vertical curves shall be used in changes of grade exceeding one percent.
- b. Vertical curves shall be designed in accordance with Table 1 and PennDOT Publication 70M.

TABLE 1: ROAD DESIGN STANDARDS

	Arterial	Collector	Local	Private
ADT and Lots	> 3000	1,000 to 3,000	< 1,000 ADT > 10 Lots	< 1,000 ADT 5 to 10 Lots
Design Speed (m.p.h.)	50	40	25	20
Minimum Grade	.5%	.5%	.5%	.5%
Maximum Grade	8%	8%	12%	15%
Minimum ROW Width	80'	60'	50'	33'
Cartway Width	12' / lane	22'	20'	18'
Shoulder Width	8'	6'	4'	2'
Parking Lane Width, if used	10'	10'	8'	N/A
Horizontal Curvature	775'	500'	250'	150'
Reverse Curve Offset	Pub. 70M	150'	100'	N/A
Minimum Crest Vertical Curve "K" Factor	160	80	20	10
Minimum Sag Vertical Curve "K" Factor	110	70	30	20

- Notes:**
- 1. Shoulders on roads with curbs shall be constructed to cartway standards.
 - 2. All roads shall be curbed where lot widths are less than 80 feet.
 - 3. Minimum vertical curve length is 50 feet.

C. Intersections

1. No more than two (2) roads shall intersect at the same point.
2. Right angle intersections shall be used whenever possible. No road shall intersect another at an angle less than seventy-five (75) degrees, or more than one-hundred-five (105) degrees.
3. The approach grade for the road with traffic that is required to stop shall not exceed four (4) percent for a minimum of 40 feet prior to the intersection.
4. Any road intersecting with another road shall not be closer than the following distances. Distances shall be measured from the centerline of the two intersecting roads along the centerline of the arterial, collector, local, or private road. The distances presented represent minimum distances on the same side / opposite side of the intersecting road.

Arterial intersecting with a Collector	800'/800'
Arterial intersecting with a Local/Private	800'/300'
Collector intersecting with a Collector	800'/300'
Collector intersecting with a Local/Private	500'/300'
Local/Private intersecting with a Local/Private	300'/150'

5. The cartway edge at road intersections shall be rounded with the following minimum radii per road type:

Arterial	50'
Collector	30'
Local	25'
Private	20'

The right-of-way radii at intersections shall match the edge of cartway radii.

6. Sight distances for all road intersections shall be designed to achieve the required minimum safe stopping sight distance as specified in accordance with the Pennsylvania Code Title 67, Chapter 441 as from time to time reenacted, amended or replaced.
7. Clear sight triangles shall be provided at all new road intersections. No buildings, structures, or obstructions (such as signs, trees, shrubs, etc.) higher than three feet above the centerline of the road are permitted in the area, and the minimum triangle dimensions shall be one hundred fifty (150) feet of clear sight distance in both directions when entering a private or local road or at least two hundred (200) feet of clear sight distance in both directions when entering an arterial or collector road. Sight distance shall be computed from a point on road centerline, five (5)

feet outside the right-of-way line of the intersecting road to a point along the same right-of-way line.

8. Turning lanes, medians, acceleration and deceleration lanes, traffic signals, lane markers and other such traffic control devices required shall be designed in accordance with PennDOT Design Manuals and Publications.

D. Structures

1. Bridges, culverts, walls, tunnels and other structures shall be designed in accordance with current AASHTO and PennDOT design guidelines.
2. The design of all structures is subject to review and approval of the Planning Commission Engineer.

E. Cul-de-sac Roads

1. Cul-de-sac and self-looping roads are not permitted when a through road is feasible. The feasibility of a through road will be based on the physical features of the tract proposed for development, the potential for extension of the road to adjoining lands, restrictions imposed by other government regulations, and the ability to design to meet all other requirements of this Ordinance.
2. Approval of cul-de-sac and self-looping roads shall be at the sole discretion of the Planning Commission.
3. Cul-de-sac and self-looping roads shall not exceed eight hundred (800) feet in length, shall not furnish access to more than twenty (20) dwelling units, and shall not be used where average daily traffic volume (ADT) will exceed 300 trips per day.
4. Cul-de-sacs shall have a minimum radius of fifty (50) feet to the outside edge of the cartway and fifty-five (55) feet to the outside edge of the right-of-way.
5. The grade of the diameter of the turnaround shall not exceed four (4) percent.
6. Cul-de-sacs shall provide a minimum of two (2) snow plow easement areas around the perimeter of the turnaround twenty (20) feet wide by ten (10) feet deep.

F. Road Construction Standards. Road construction activities shall be performed in accordance with the current edition of PennDOT Publication 408 and Table 2.

TABLE 2: ROAD CONSTRUCTION STANDARDS

	Arterial	Collector	Local	Private
Wearing Course-Superpave 9.5 mm, PG 64-22	1.5"	1.5"	1.5"	Mud-free
Binder Course-Superpave 19 mm, PG 64-22	3"	1.5"	Not Required	Not Required
Base Course-Superpave 25 mm, PG 64-22	4"	4"	2.5"	Not Required
2A Subbase	8"	8"	8"	Not Required
Cartway Cross Slope (Normal Crown)	2%	2%	2%	2%
Shoulder Cross Slope (Normal Crown)	4%	4%	6%	Not Required

Note: Shoulder construction for arterials and collectors per PennDOT design guidelines. Shoulders for local roads shall be constructed with 12" of 2A subbase unless curbs are used. If curbs are used, the cartway paving section shall extend to the curb face.

Section 507 Lot Size

Lot sizes shall be based on the results of sewage tests, shall be at least the size necessary for proper installation of sewage systems and shall meet the following minimum requirements:

	Lot Size	Lot Width
Public Water & Sewer	8,000 sq. ft.	80 ft.
Public Sewer Only	15,000 sq. ft.	75 ft.
Public Water Only	30,000 sq. ft.	80 ft.
No Public Water or Sewer	1 acre	100 ft.

For Lots with *Public Water Only* or with *No Public Water or Sewer* additional lot area may be required for proper installation of an on-lot sewage disposal system in accordance with PA DEP.

Section 508 Lot Layout

A. All lots shall have access to a public or private road. This access may be a right-of-way across adjacent properties provided the right-of-way is: at least thirty-three feet (33') wide, legally valid, compliant with all applicable requirements of this Ordinance, recorded with the Recorder of Deeds and described with sufficient detail and accuracy to permit its definite location by a surveyor.

- B. Side lot lines shall be substantially at right angles or radial to road lines.
- C. All lots shall have the ability to have a driveway that meets the safe stopping sight distance standards of this Ordinance.

Section 509 Building Setback Lines

- A. Building setback lines shall conform to any applicable zoning ordinance. Where no such ordinance exists, minimum setbacks from the edge of the right-of-way and from property lines shall be:

Front Yard	25 Feet
Side Yard	10 Feet
Rear Yard	10 Feet

- B. Setback criteria for special types of subdivisions and land developments (i.e. Cluster Housing Developments, Attached Multi-Dwellings, Townhouses or Garden Apartments, Mobile Home Parks, Commercial Land Developments, Industrial Land Developments, Campgrounds and Wireless Telecommunications Facilities) shall follow the provisions established in Article 7 of this Ordinance, if any; otherwise the minimums set forth above shall apply.

Section 510 Easements

- A. To the fullest extent possible, easements shall be centered on or adjacent to lot lines and shall be dimensioned on the plan in a manner which clearly defines their location in relation to the lot lines.
- B. Nothing shall be placed, planted, set, or put within an area of an easement that would adversely affect the function of the easement or conflict with the easement agreement.
- C. Easements with a minimum width of twenty (20) feet shall be provided for existing and proposed stormwater facilities, sanitary sewers, and utilities. A road or driveway right-of-way may be used as part of the easement. In order to use existing public road right-of-ways, approval from the Municipality will be required.
- D. All utilities shall be installed in accordance with applicable utility company rules and regulations and state laws including Pennsylvania Code Title 52, Chapter 57 which requires underground installation of electric service lines in certain situations.
- E. All surface water runoff control and management areas shall be provided with easements where necessary for maintenance, water storage, or drainage facilities.

Section 511 Community Facilities

In reviewing subdivision plans, the Planning Commission will consider the adequacy of existing or proposed community facilities to serve the additional dwelling units proposed by the subdivision, and may require the reservation or dedication of land for such facilities based on input from the applicable Municipality.

Section 512 Sewage Disposal

- A.** All subdivisions shall provide for disposal of sewage and all other wastewater, either by a central sewage treatment facility, either public or community, or the use of on-lot sewage disposal, provided the municipal Sewage Enforcement Officer (“SEO”) performs deep probe test(s) and/or percolation test(s) pursuant to the requirements set forth in Act 537.
- B. The requirements for a Preliminary Plan are:**
1. If public sewage disposal is proposed, verification in writing from the municipal sewer authority that the service will be provided.
 2. If connection to a public sewer system is not proposed, a test site certified by the SEO as suitable for an on-lot sewage disposal system shall be shown on the plan for all lots, including the residual lot unless the residual lot is five (5) or more acres or has an existing on-lot sewage disposal system for which the following items are known and shown on the plan: size, type, permit number and year of installation. The location of the test site (perc. holes and test pits) and any existing system shall be shown on the plan with a location by distances from any two (2) boundary intersections to any two (2) corners of the site or system, as applicable. The application or permit number for each lot shall be noted on the plan.
- C. The requirements for a Final Plan are:**
1. If connection to a public sewer system without extending or providing any new mains is proposed, the plan shall show where the existing main is located, the existing easements and the easements required by these regulations and others. A statement on the plan verifying the acceptance of this connection to the existing system must be signed by an officer of the sewer authority.
 2. If the extension of a public sewer system is proposed, the plan shall be drawn to scale with the proposed pipe, manholes, and cleanouts dimensioned. The pipe invert elevations at each manhole or cleanout, the proposed finished ground elevation, and the datum to which they refer shall be noted on the plan. All easements required by these regulations or others shall be clearly shown and dimensioned on the plan. A statement verifying the acceptance of the sewage and the proposed extension shall be on the plan and signed by an officer of the sewer authority.

3. If connection to a public sewer system is not proposed, a test site certified by the SEO as suitable for an on-lot sewage disposal system shall be shown on the plan for all lots, including the residual lot unless the residual lot is five (5) or more acres or has an existing on-lot sewage disposal system for which the applicant has provided to the Planning Commission a current certification by the local SEO that the system has been tested and is in good working order. The location of the test site (perc. holes and test pits) and any existing system shall be shown on the plan with a location by distances from any two (2) boundary intersections to any two (2) corners of the site or system, as applicable. The application or permit number for each lot shall be noted on the plan.
4. **All proposed community sewage systems shall:**
 - a. Follow the requirements and recommendations for preliminary plans pertaining to sewage disposal (discussed previously).
 - b. Be permitted pursuant to DEP regulations.
 - c. Be located on the plan by surveyed bearings and distances from any convenient surveyed boundary intersection.
 - e. Indicate on the plan the type and size of the disposal system required.
 - f. Show all subsurface collection lines and any other lines between components of the system by surveyed bearings and distances from a fixed point previously established by the survey.
 - g. Indicate the invert elevation (noted throughout) at the ends of each run. The data used shall be the same as that used for ground elevations.
 - h. Be subject to an operation and maintenance agreement if owned in common.
- D. Approval of a subdivision by the Planning Commission proposing the use of on-lot sewage disposal shall in no way indicate approval of any on-lot sewage system. If permits for on-lot sewage disposal have not been obtained, the owner of each lot shall make application to the municipal SEO for a permit as required by the Pennsylvania Sewage Facilities Act prior to the installation of an on-lot sewage system, including privies or holding tanks. A note to this effect shall be shown on the plan.
- E. For proposed systems that will be served by an extension of the existing sewer, the applicant shall provide evidence that the proposed system has been approved for service by the appropriate municipal authority and DEP.
- F. An on-lot sewage system shall be at least one hundred feet (100') away from any well.
- G. Existing wells within 100 feet of the existing and proposed lots shall be shown on the plan.

Section 513 Water Supply

- A.** All subdivision and land developments shall be provided with an adequate and safe supply of water for all intended land uses, which meets all applicable State, Federal, and local drinking water standards.
- B.** Whenever an existing public or approved community water supply system is geographically and economically accessible to a proposed subdivision, a distribution system shall be designed to furnish an adequate supply of water to each lot, with main sizes and fire hydrant locations which meet the specifications of the Association of Fire Underwriters. A copy of the approval of such system by the appropriate public agency or utility company shall be submitted with the final plan. Agreements suitable to the Planning Commission shall also be established for the ownership and maintenance of the distribution system. The plan shall show by survey the sizes and depths of all sources of supply, distribution lines or mains, shutoffs and fire hydrants for all new construction or extension of existing systems.
- C.** Where an existing system is not accessible, a community water supply system shall be provided where feasible. If such a system is provided, it shall be approved by DEP and the Federal Environmental Protection Agency, and appropriate measures shall be provided to insure adequate maintenance, preferably by the Municipality.
- D.** Where individual on-site water supply systems are to be utilized in a subdivision with ten (10) or more dwelling units, the applicant shall provide at least one (1) test well for each ten (10) proposed dwelling units. Such wells shall have a production capacity of at least five (5) gallons per minute of safe, potable drinking water, as demonstrated by certified testing results which meet or exceed any applicable state or municipal standards.
- E.** No well shall be closer than one hundred (100) feet from any existing or proposed seepage area of an on-lot sewage system.

Section 514 Stormwater Management

- A. Stormwater Management Exemption Criteria: An exemption for the stormwater management requirements of this Ordinance will be granted if the applicant demonstrates compliance with Table 3 and the standards set forth below.

TABLE 3: STORMWATER EXEMPTION CRITERIA

Total Parcel Size	Minimum Distance*	Impervious Area Exemption
< 10,000 sq. ft.	10 ft.	2,500 sq. ft.
10,000 sq. ft. to < 1 acre	10 ft.	5,000 sq. ft.
1 to 2 acres	50 ft.	10,000 sq. ft.
2 to 5 acres	100 ft.	15,000 sq. ft.
> 5 acres	250 ft.	20,000 sq. ft.

* The minimum distance between the proposed impervious area and the down-slope property line.

B. Exemption requests must meet the following standards:

1. Post-development increase of stormwater run-off is less than one (1) cubic foot per second (cfs):
2. Stone areas are counted as impervious coverage.
3. There are no existing stormwater problems caused by the property such as a road swale or culvert that overtops regularly.
4. Impervious values from previous development are included in calculating the amount of run-off.
5. **The following notes are placed together on the plan with a heading entitled “Stormwater Exemption Criteria and Notes”:**
 - a. Driveways and roads shall not be constructed in a manner that concentrates runoff on a road or an adjacent property.
 - b. No runoff problems on roads or adjacent properties shall be created as a result of the development.
 - c. If any stormwater problems, such as ponding, icing, or sediment washout, occur on a road as a result of the development, the developer shall correct the problem at the developer’s expense.
 - d. If any stormwater damage occurs to adjacent properties as a result of the development, the developer shall repair the damage and correct the conditions giving rise to the damage at the developer’s expense.

- e. Prior approval from the County Planning Commission is required before any improvements, including the placement of stone, may be constructed that will exceed the maximum impervious coverage specified on this plan.
- f. The maximum impervious cover area allowed for each lot shall be _____ (*insert number per table 3*) and stone is counted as impervious cover.
- g. The Snyder County Planning Commission is granted an easement to enter the property and perform any work required to give effect to the foregoing notes regarding stormwater if the owner fails to do so within ten (10) days after notice from the Snyder County Planning Commission is mailed to the property address.

C. In the event the criteria for an exemption set forth above are not met, a stormwater report is required which contains all necessary stormwater calculations to support the design shown on the plan.

- 1. Post-development runoff rates shall be less than the pre-development runoff rates for all on-site drainage areas for the 2-, 10-, 25-, 50-, and 100-year storm events. Separate drainage areas that discharge water to different areas along the site's property line shall be analyzed independent of each other.
- 2. Runoff shall leave the property after development in a manner similar to pre-development conditions. More specifically, if a concentrated point discharge is created where one does not currently exist, a best management practice (BMP) such as a level spreader shall be used as necessary to ensure this requirement is met. Consult the PA Stormwater Best Management Practices Manual for the most current BMP's.
- 3. For the pre-development analysis, actual cover conditions may be considered for cultivated areas instead of having to consider them as meadow.
- 4. Stormwater runoff shall not create any adverse impacts to adjoining property owners, the general public, any on-lot sewage system, or domestic water supply.
- 5. For ground cover conditions that change depending on the season, winter/poor versus winter/poor and summer/good versus summer/good coefficients shall be used for the pre-development versus post-development analysis, respectively.
- 6. All stone/gravel areas shall be considered impervious in the calculations since they may be paved in the future without the need for a new plan to be submitted.
- 7. For drainage areas less than twenty (20) acres, the Rational Hydrograph Method found in the VT/PSUHM computer program may be used for the sizing of a

stormwater management facility. This method is not to be confused with the Modified Rational Method, which shall not be used.

8. For drainage areas above twenty (20) acres, the SCS method shall be used for the pre-development versus post-development analysis.
9. Any culvert proposed under a public road shall meet PADOT specifications for design and construction.
10. No driveway shall be designed to concentrate runoff onto the roadway.
11. Offsite runoff coming onto the site shall be considered in the stormwater design. The design shall meet the following requirements:
 - a. It shall be demonstrated that the 100-year storm event can: 1) pass through the site without causing any flooding problems to the development or 2) be bypassed around it without detriment to downstream properties.
 - b. The offsite runoff rate calculation shall use worst case, winter condition coefficients.
 - c. Upstream offsite runoff shall leave the property after development in a manner similar to pre-development conditions. More specifically, if a concentrated point discharge is created where one does not currently exist, a device such as a level spreader shall be used as necessary to ensure this requirement is met.
12. For any stormwater facilities that will use infiltration, testing and design must be in accordance with the PA Stormwater Best Management Practices Manual. Notification of the infiltration testing must be given to the Planning Commission a week in advance.
13. Detention and retention basins which are designed to have an earthen berm (as opposed to an entirely cut condition) shall be designed to meet the following standards:
 - a. The minimum top width of all berms shall be five (5) feet.
 - b. The interior and exterior side slopes shall be no steeper than 3:1.
 - c. A clay core and cutoff trench (or other impervious material) shall be used in berms (fill portion only) that are over five (5) feet high.
 - d. All pipes through berms shall have properly spaced anti-seep cutoff collars.
 - e. An emergency spillway based on the 100-year storm shall be provided and be designed based on the primary outlet being clogged. A minimum of one

(1) foot of freeboard above the 100-year design elevation for the spillway shall be provided.

- f. A minimum of two (2) feet above the 100-year storm elevation of any basin or surface conveyance facility shall be provided for the finished first (1st) floor elevations of structures.

D. Storm Drainage Systems/Facilities:

1. Storm sewers, culverts, and related installations shall be provided, as necessary, to:
 - a. Permit unimpeded flow of natural water courses.
 - b. Ensure adequate drainage of all low points along the line of roads.
 - c. Intercept stormwater runoff along roads at intervals related to the extent and grade of the area drained.
 - d. Provide positive drainage away from all on-site sewage disposal facilities.
 - e. Take surface water from the bottom of vertical grades, lead water from springs, and avoid excessive use of cross gutters at road intersections and elsewhere.
2. Storm sewers and related installations shall be required when the runoff from a 10-year storm would exceed half the travel way of a road.
3. Driveways shall not block the flow in a drainage ditch and cause runoff to enter onto a road. When necessary, culverts shall be placed under the driveway and be designed to pass the 10- year storm event.
4. Where existing storm sewers are reasonably accessible, proposed subdivisions and land developments shall be required to connect therewith.
5. Storm pipe systems within a development may be sized for the 10-year storm if it can be shown that the 100-year storm can get to the detention or retention facilities without bypassing them once the piping system surcharges. Otherwise, the pipes shall be sized to ensure that the 100-year storm is captured.
6. The design of stormwater drainage facilities shall not rely on offsite, upstream features which can be altered or removed and are beyond the control of the applicant to maintain. The design shall consider the offsite water that would come onto the site without these features.
7. Where a tract is traversed by a water course, drainage way, channel, or stream, a drainage easement shall be provided which conforms substantially with the line of

the water course, drainage way, channel, or stream, and which is of adequate width to preserve the unimpeded flow of the water course, drainage way, channel, or stream. Any changes to an existing water course, drainage way, channel, or stream shall be approved by DEP.

8. Inlet capacity/capture calculations shall be provided and based on HEC-22 or manufacturer's specifications. Inlets shall be depressed a minimum of two (2) inches unless more is required based on the calculations.
 9. Inlet boxes shall be grouted to the pipe inverts in order to prevent standing water.
 10. Storm pipes shall be a minimum of fifteen (15) inches in diameter and shall have at least one (1) foot of cover.
 11. All swales necessary to capture the 100-year storm and either bypass it or direct it to a detention or retention facility shall be designed to have a minimum of six (6) inches of freeboard.
 12. Stormwater facilities may be placed in the flood fringe but shall not be placed in the floodway.
- E. All stormwater design information necessary for construction (i.e. details, grading, profiles, etc.) shall be included within the plan set sheets.
- F. All stormwater management facilities shall be contained within an easement that prevents anything from being placed in them that would detract from the proper function of the facilities and that gives the Municipality and County the right to inspect them and maintain them to enforce their proper function at the owner's expense, if the owner fails to do so.
- G. Required Stormwater Maintenance Agreements shall be recorded together with the plan.

Section 515 Floodplain Management

- A. Where not prohibited by this or any other codes or ordinances, land located in floodplain areas may be subdivided or developed provided the applicant constructs all buildings and structures to preclude flood damage in accordance with this and any other codes or ordinances regulating such development.
- B. The finished elevation of proposed roads within floodplain areas shall be no less than one (1) foot above the Base Flood elevation.
- C. All new or replacement sanitary sewer systems, whether public or private, located in floodplain areas, shall be flood-proofed up to a point one and one-half feet (1½') above the Base Flood Elevation. Approval must be received from the Municipal Authority, as applicable.

- D. All new or replacement water systems, whether public or private in floodplain areas, shall be flood-proofed to a point of one and one-half feet (1½') above the Base Flood Elevation.
- E. All other new or replacement public or private utilities and related facilities in flood-plain areas shall be elevated or flood-proofed to a point one and one-half feet (1½') above the Base Flood Elevation.

Section 516 Parking Requirements

A. General Requirements:

- 1. All required parking shall be provided off-street except for proposed subdivisions with new roads that have been designed to accommodate on-street parking.
- 2. Parking areas shall be set back a minimum of five (5) feet from road right-of-way lines and residential property boundaries.
- 3. All parking areas, service drives, and exit and entrance lanes shall be improved to a stabilized, permanently passable and mud-free condition.
- 4. All parking spaces shall be a minimum of 10' x 20'.
- 5. All parking lot aisles shall be a minimum of twenty-four (24) feet wide.
- 6. Parking shall be provided in compliance with the requirements of the Americans with Disabilities Act.
- 7. Depth and width of parcels laid out or reserved for non-residential use shall be sufficient to provide satisfactory space for off-street parking and unloading for the intended use.

B. Specific Requirements: The following specific requirements shall apply in municipalities that have no zoning ordinance:

- 1. Every type of residential land development or subdivision shall provide off-street parking for at least two vehicles for each proposed dwelling unit. The off-street parking spaces may be in an individual garage, carport, or driveway (located within the lot) or in a common compound area convenient to the dwelling units to be served.
- 2. For every church or similar institution or public gathering place one (1) space shall be provided for every four (4) seats.
- 3. For every nursing home or similar use the following spaces shall be provided:
 - a. One (1) for every six (6) beds, and

- b. One (1) for every employee on the peak shift.
4. For every restaurant the following spaces shall be provided:
 - a. One (1) for every two (2) seats, and
 - b. One (1) for every employee on the peak shift.
5. For all other non-residential land developments the following spaces shall be provided:
 - a. One (1) for every two hundred (200) square feet of gross floor area open to the public, and
 - b. One (1) for every employee on the peak shift.

Section 517 Screening, Landscaping and Buffer Requirements

A. General:

1. Commercial and Industrial Development: screening, landscaping and buffering shall be provided in accordance with the specifications and other requirements set forth in this section for all commercial and industrial development.
2. Agricultural Development: screening, landscaping and buffering may be required for agricultural development if desirable to protect the value of adjacent property. Whether, and to what extent, screening, landscaping and buffering will be required will be determined by the Planning Commission on a case by case basis.

B. Specifications:

1. Open storage areas, exposed machinery, service loading and trash disposal areas (such as dumpster or compactor sites) shall be effectively screened so as not to be visible from parking areas, roadways, or adjacent properties. Such areas shall be screened with architectural masonry, fencing, or landscaping with a height of at least six (6) feet.
2. Applicants shall submit a landscape plan that includes the botanical names, common names, size, quantity, and general remarks for each plant/tree proposed.
3. Plantings and other landscape treatments (e.g. architectural masonry walls, fences, and berms) shall be appropriately located, clustered and spaced at strategic locations along all property lines, road frontage and within parking areas to provide the maximum screening, buffering and aesthetic appeal. The exact placement of required plants and structures is the decision of each applicant, except that the following conditions shall be met:

- a. Where a combination of plant materials and fencing is used the fence shall be located to the interior or toward the more intensive use, and the plant material shall be located toward the less intensive use.
 - b. Any required Screening, or Landscape plantings, shall be installed in such a manner as to not interfere with clear sight distance triangles at road and driveway intersections.
- 4. All landscape plantings shall be selected, considering the proper species and growth characteristics, to ensure adequate health and character with the existing and proposed conditions, such as overhead utilities, light, moisture tolerance of road salts, leaf and fruit litter, and confinements.
- 5. Plant species utilized in parking lots shall be tolerant of urban conditions.
- 6. Any required screening or landscaping shall be installed on the subject tract at the time of its development.
- 7. Where possible, a hardy mix of native tree, shrub, and grass species shall be utilized for landscaping, and in no case shall plants identified as invasive species be used. A list of invasive plants can be found in Appendix E of this Ordinance.
- 8. The Penn State Cooperative Extension Office and the Pennsylvania Department of Conservation and Natural Resources Service Forester should be able to provide assistance in determining tree species compatible with Snyder County climate and soil conditions which would be suitable for use as screening, landscaping, and street trees.

C. Required Plantings: The number and quality of trees and shrubs for each development site shall be determined as follows:

- 1. Deciduous trees shall have a minimum caliper measurement of two and one half (2 ½) inches, measured a minimum of six (6) inches above the soil line and shall have a minimum height of six (6) feet.
- 2. Evergreen trees shall have a minimum height of six (6) feet.
- 3. Evergreen shrubs, except for those used in low ground covers, shall have a minimum height of twenty-four (24) inches, except that, where used in combination with an earthen berm approved by the Planning Commission, the height may be reduced to eighteen (18) inches.
- 4. Deciduous shrubs shall have a minimum height of twenty-four (24) inches, except that, where used in combination with an earthen berm approved by the Planning Commission, the height may be reduced to eighteen (18) inches.

5. Each site shall have a minimum of twelve (12) deciduous or fifteen (15) evergreen trees and three (3) deciduous shrubs or six (6) evergreen shrubs for each one (1) acre of the development, or any combination of the above that meets the intent of this Article (e.g. 6 deciduous trees and 8 evergreen trees plus 2 deciduous shrubs and 2 evergreen shrubs per acre). As an alternative, ten (10) deciduous trees or twelve (12) evergreen trees for each one (1) acre of the development shall be required if deciduous trees are four (4) inches in caliper or greater and evergreen trees are nine (9) feet in height or greater. Sites less than one (1) acre shall provide a proportionate number of the required per acre plantings.
6. Five (5) deciduous shrubs may be substituted for one deciduous tree and/or five evergreen shrubs may be substituted for one evergreen tree for a maximum of twenty percent (20%) of the tree requirement. The preservation of existing trees may also satisfy this requirement. A tabulation of this requirement shall be summarized on each landscape plan submitted.
7. Applicants may substitute the use of earthen berms and fencing for a portion of the required plantings, as permitted on a case-by-case basis by the Planning Commission. Earth berms can vary in height and width, but should not be less than six (6) feet in height including planting types selected.

D. Street Trees

1. A minimum of two (2) deciduous street trees with a minimum caliper of two and one half inches (2 ½) shall be planted for every 100-feet of street on both sides of the street in an alternating manner in residential developments with densities greater than one (1) dwelling unit per acre and in commercial land developments.
2. The trees shall be of sound nursery stock and shall consist of species suitable for the site conditions and tolerant of roadside conditions. Native species are preferred and under no circumstances will any species recognized as invasive be permitted. A list of invasive plants can be found in Appendix E of this Ordinance.
3. Trees shall be placed along right-of-way lines or setback from streets in a sufficient manner to maintain sight distance and safety.

E. Landscaping and Buffer Yard Maintenance

1. It shall be the responsibility of the developer, property owner or an association of property owners to permanently maintain required landscaping and buffer yards.
2. Any plant material that does not live shall be replaced within one (1) year.
3. In the event the developer, property owner, or an association of property owners, or their heirs, successors, and assigns fail to maintain the required landscaping and

buffer yards, the municipality or the county may enter the property and take necessary and prudent action to maintain said landscaping and buffer yards, and to charge the costs of maintenance and/or repairs to the developer, property owner, or association of property owners. However, the municipality and the county are under no obligation to conduct said maintenance.

Article 6

IMPROVEMENT SPECIFICATIONS

All applications that require improvements shall be made in accordance with this Article.

Section 600 General Requirements

- A. The standards and requirements contained in this section are intended as a minimum for the promotion of the public health, safety, and general welfare, and shall be applied by the Planning Commission in reviewing all subdivision and land development plans except where municipal regulations impose standards and requirements other than those contained herein, in which case the municipal regulations shall apply.
- B. All improvements shall be constructed in accordance with the design specifications of the plan.
- C. In those areas presently served by on-lot sewage disposal, but scheduled to be served by municipal sewer service within five (5) years, the Planning Commission may require (based on consultation with the applicable Municipal Authority), installation of a capped sewer main and service laterals. The Planning Commission will not require the installation of a capped sewer main and service laterals unless the Municipality, or other appropriate agency, agrees to supervise the design and installation of the capped sewer main and services laterals.

Section 601 Developer's Agreement

- A. No application for final plan approval shall be approved by the Planning Commission unless all required improvements (including, but not limited to, roads, sidewalks, curbs, gutters, road signs, road lights, street trees, fire hydrants, water mains, sanitary sewer systems, storm sewers and drainage facilities, E&S controls, survey monuments, lot line markers, landscaping, and any other improvement deemed to be in the public interest) have been installed in accordance with this Ordinance and the approved plan and compliance has been proven by submission of an As-Built Plan or the installation of the required improvements has been guaranteed in writing by the developer's execution of a Developer's Agreement and provision of financial security in a form acceptable to the Solicitor for the Planning Commission.
- B. The amount of financial security shall be determined in accordance with Section 509 of the Municipalities Planning Code which provides for the applicant to submit an estimate of cost for the required improvements, prepared by an engineer, for review and approval by the Planning Commission Engineer.
- C. A Maintenance Guarantee is required for all plans when there will be dedication of improvements to a Municipality.

- D.** A Stormwater Maintenance Agreement is required for all plans that propose stormwater management controls. The agreement shall be established with the Planning Commission in a form acceptable to the Solicitor for the Planning Commission.

Section 602 Monuments and Markers

- A.** Monuments shall be concrete or stone with a flat top at least four (4) inches by four (4) inches or a diameter of four (4) inches. The minimum length shall be thirty (30) inches. Concrete monuments shall be marked with a three-quarter (3/4) inch dowel of ferrous material; stone or precast monuments shall be marked on the top with an identifiable inscription and a drill hole. When applicable, drill holes may be used in concrete curbs.
- B.** Markers shall consist of pins or bars and be of durable magnetic material and be at least thirty (30) inches long and not less than five eighths (5/8) of an inch in diameter. In pavement areas, railroad spikes or pk nails may be used.
- C.** Monumentation shall be shown on the plan for all new roads serving more than five (5) lots on one side of the road and shall be as follows:
- 1.** At least one (1) monument at each road intersection.
 - 2.** At changes in direction of road lines, excluding arcs at intersections.
 - 3.** At each end of each curved road line, excluding curb arcs at intersections.
 - 4.** An intermediate monument wherever topographical or other conditions make it impossible to sight between two (2) otherwise required monuments.
 - 5.** At such other places along the line of roads as may be determined by the Planning Commission Engineer to be necessary so that any road may be readily defined in the future.
 - 6.** Where a tree or rock exists at a boundary intersection that will not be removed, two (2) monuments shall be set, one (1) on each boundary at approximately equal distances from the unmarked boundary intersection. These two (2) monuments and their distances shall be shown on the plan.
 - 7.** Set along the road right-of-way line.
- D.** Markers shall be accurately placed at the intersection of all lot lines forming angles.
- E.** All monuments and markers shall be placed by a surveyor so that their center shall coincide exactly with the point of intersection of the lines being monumented or marked.

- F.** Monuments and markers shall be set in such a manner so that machinery (lawn mowers, tractors, etc.) cannot accidentally damage them.
- G.** No existing property line evidence shall be disturbed or removed in the course of establishing and locating boundaries. Existing boundary features shall be clearly labeled as such on the plan so that they can be easily distinguished from the proposed markers or monuments.

Article 7

SPECIALIZED SUBDIVISION AND LAND DEVELOPMENT

Section 700 General

The standards outlined in this Article shall be applied by the County Planning Commission in evaluating plans for specialized types of subdivisions and land development projects. Plans for these specialized subdivisions and land development projects shall comply with the following minimum standards as well as all other applicable provisions of this Ordinance not in conflict herewith. These regulations shall supersede when there is a conflict with previous parts of the ordinance.

Section 701 Cluster Housing Developments

- A. The purpose of the following standards and requirements is to permit the clustering of detached and semi-detached structures, and attached multi-dwellings or townhouses on reduced sized lots and groupings of open space. This type of development should be designed to achieve:
1. A characteristic of design and site planning in which houses are grouped together on a tract of land and each cluster of houses serves as a module which is set off from others like it by an intervening space that helps give visual definition to each individual cluster.
 2. The preservation and utilization of unusual and important physical features of undeveloped land that is held for the common enjoyment of the adjacent residents or the Municipality at large.
 3. More efficient use of the land and of public facilities required to serve new residential development.
- B. **Common Open Space:** A minimum of forty percent (40%) of the tract to be developed shall be provided as open space on the plans submitted. Consideration shall be given to the location of the open space so as to be within easy access and view of the dwelling units. All areas set aside for the open space shall be suitable for the designated purpose and shall not include road rights-of-way, yard or off-street parking areas required for residential uses, and areas subject to utility easements which would interfere with the intended use of the open space.
- C. **Setback Distances:**
1. No detached or semi-detached dwelling structure shall be located within twenty (20) feet of any other dwelling structure.

2. No dwelling structure shall be located within twenty-five (25) feet of the right-of-way line of any road.
- D. Off-street Parking:** A minimum of two (2) off-street parking spaces per dwelling unit within the development shall be provided within two hundred (200) feet of the dwelling unit to be served.

Section 702 Attached Multi-Dwellings, Townhouses, or Garden Apartments

The following minimum standards shall be required for approval of plans for residential developments of attached dwelling structures, whether for sale or rental purposes:

- A. Sewer and water:** The development shall be connected to public sewer and water supply systems or provide private community sewage systems and, if required, an approved public or community water supply system.
- B. Open space:** A minimum of five hundred (500) square feet of usable open space shall be provided for each dwelling unit within the development.
- C. Setback distances:** The minimum space between buildings shall not be less than the height of the tallest building or thirty (30) feet, whichever is greater.

Section 703 Mobile Home Parks

- A. General Requirements:** Mobile Home Parks shall comply with the following standards and requirements as well as all other applicable provisions of this Ordinance.
- B. Additional Requirements:** In addition to complying with the regulations referenced in the previous sections of this Ordinance, all mobile home parks shall meet the following minimum requirements:
 1. A pad, properly graded, placed, and compacted so as to be durable and adequate for support of the maximum anticipated loads during all seasons shall be used for all mobile homes.
 2. Every mobile home shall be anchored to the mobile home stand where it is located prior to the unit being occupied or used in any other way. The anchoring system shall meet local building code requirements.
 3. All mobile homes shall, prior to occupancy or other use, have skirts installed which are designed to complement the appearance of the mobile home.
 4. Access for a mobile home hauler shall be provided.

C. Floodplain Regulations: All mobile home parks placed within flood-prone areas, shall meet the following requirements:

1. Stands or lots shall be elevated on compacted fill or on pilings so that the floor of each mobile home will be at least two (2) feet above the base flood elevation. No mobile home shall be placed within the floodway.
2. All mobile homes shall be anchored in accordance with accepted engineering practices to resist floatation, collapse, or lateral movement by providing over-the-top and frame ties to ground anchors. Specifically:
 - a. Over-the-top ties shall be provided at each of the four (4) corners of the mobile home, with two (2) additional ties per side at intermediate locations and mobile homes less than fifty (50) feet long requiring one (1) additional tie per side.
 - b. Frame ties shall be provided at each corner of the home with five (5) additional ties per side at intermediate points with mobile homes less than fifty (50) feet long requiring four (4) additional ties per side.
 - c. All components of the anchoring system shall be capable of carrying a force of 4,000 pounds.
 - d. Any additions to a mobile home shall be similarly anchored.
3. An evacuation plan indicating alternate vehicular access and escape routes shall be filed with the appropriate Disaster Preparedness Authorities for mobile home subdivisions.

D. Site Standards

1. The minimum tract size shall be ten (10) acres.
2. The minimum tract width shall not be less than two hundred fifty (250) feet.
3. A minimum of forty percent (40%) of the tract shall be provided for open space.
4. The maximum number of mobile home lots within a Mobile Home Park shall not be more than seven (7) lots per acre of the Mobile Home Park.
5. The minimum depth of individual lots shall be ninety (90) feet or equal to the overall length of the mobile home to be placed on the lot plus thirty (30) feet, whichever length is greater.

6. The minimum width of individual lots shall be sixty (60) feet and those lots intended for double-wide mobile homes shall not be less than eighty-five (85) feet in width.
7. Individual lots shall not be less than 6,300 square feet in area and individual lots intended for double-wide mobile homes shall not be less than 7,650 square feet in area.
8. The distance between mobile homes shall not be less than twenty-five (25) feet.
9. Mobile homes shall be situated so that no mobile home will be placed less than fifty (50) feet from any exterior boundary of the park.
10. Each lot shall have a number placed on the lot that is clearly visible from the road on which the structure fronts.
11. A minimum of two (2) parking spaces, adjacent to the lot, at a minimum of two hundred (200) square feet per space shall be provided for each lot. One (1) additional space for each lot shall be provided on the site.
12. All utilities shall be placed underground.
13. Mobile Home Parks shall have a minimum of two (2) access points to a public road.
14. **Building setback and spacing requirements:**
 - a. From roads -- as required in Article 5 of this Ordinance.
 - b. From side or rear lot lines -- a minimum of ten (10) feet.
 - c. From railroads, transmission lines, or power lines -- a minimum of seventy-five (75) feet.
 - d. A minimum of twenty-five (25) feet must be provided between any two (2) primary buildings or garages on two (2) separate lots.
15. **Site Layout:**
 - a. Groups or clusters of units shall be placed, whenever feasible, to create interior spaces and courtyards.
 - b. There shall be variety in the arrangement and orientation of mobile homes, with particular attention given to topography and existing trees.

16. Roads and Access:

- a. All mobile home lots shall abut on the internal road system of the Mobile Home Park.
- b. All roads within a Mobile Home Park shall be centered in a minimum thirty-three (33) foot right-of-way.
- c. Where mobile home lots are created which front on an existing road, they shall also front on a road within the Mobile Home Park.

17. Sewage Disposal, Water Supply, and Other Utility Requirements:

- a. All Mobile Home Parks shall be provided with public or central sewer disposal and water supply service.
- b. Each mobile home lot shall be provided with a suitable method for connecting the sewage drain outlet to the sewer line. Provision shall be made for plugging the sewer riser pipe when a mobile home does not occupy a lot. Surface drainage shall be diverted away from the riser and the rim of the riser pipe shall be encased in a waterproof catch basin.
- c. Each mobile home lot shall have a water riser pipe to connect the mobile home water system to the central or public water system serving the park.

18. Service Buildings and Facilities

- a. Cluster mailboxes shall be installed where approved by the U.S. Postal Service.
- b. Where Liquefied Petroleum Gas (LPG) and/or fuel oil supply systems are on site to supply mobile home lots such outside fuel storage tanks or cylinders shall be securely fastened in place, adequately protected from physical damage and installed in compliance with all applicable state and federal regulations.

19. Plan Notes

The following note shall be placed on all plans for Mobile Home Parks:

“It shall be the responsibility of the Mobile Home Park owner to maintain all improvements and facilities (including, but not limited to, areas and facilities designated for internal roads, sewage disposal, water supply, stormwater management, open space, and solid waste collection) in a manner that assures the improvements and facilities are available for safe and adequate use.”

Section 704 Commercial Land Developments

- A. **General Standards:** Commercial development plans shall comply with the following standards and requirements as well as all other applicable provisions of this Ordinance.
- B. **Site Standards:** The site shall be served by an approved public or community sewage system and, when required, an approved public or community water supply system.
- C. **General design:** The layout within commercial development areas shall be designed in accordance with consideration of site conditions to insure:
 - 1. Desirable land utilization.
 - 2. Convenient traffic circulation and parking.
 - 3. Adequate service, delivery, and pickup.
 - 4. Design coordination with adjacent parcels of land.
- D. **Circulation**
 - 1. Access to public roads shall be limited to well-defined entrance and exit lanes. Exit lanes shall be separated from entrance lanes by dividers or planting islands.
 - 2. Painted lines, arrows, and dividers shall be provided to control parking and circulation.
 - 3. Where possible, customer parking and circulation shall be separated from delivery service drives and unloading areas.

Section 705 Industrial Land Developments

The following minimum standards and considerations shall be observed for industrial land developments. Other applicable provisions of this Ordinance shall also apply.

- A. **Off-street parking:** Off-street parking shall be provided for all employees plus extra spaces for visitors. At least one and two tenths (1.2) parking spaces for each employee on the major shift shall be provided.
- B. **Loading areas:** All loading, unloading and service areas of the development shall be provided off-street and shall be designed to cause no obstructions to adjacent road traffic.
- C. **General design standards:** The layout of the industrial area shall be designed to provide:
 - 1. The most efficient arrangement for present use and future expansion.

2. The provision of adequate and safe space for employee and customer access and parking.
- D. Utilities:** All proposed industrial developments shall meet the standards of DEP for water, sewage, air pollution, water pollution, and such similar controls. Industrial developments shall connect to existing public systems unless a feasibility report, prepared by a professional engineer, indicates that such a connection is not feasible.

Section 706 Campgrounds

- A.** Campgrounds are considered subdivisions or land developments, whether lots or parcels are for sale, rent, or lease, and must comply with this Ordinance.
- B.** Campgrounds:
1. **General standards:**
 - a. **DEP Requirements:** DEP standards for both water and sewage storage and disposal must be met. Travel trailers, self-propelled campers, recreational vehicles, pull-behind trailers, and similar vehicles used as permanent residences shall not be allowed in campgrounds.
 - b. **DCNR Requirements:** Campgrounds shall comply with all requirements of the Pennsylvania Department of Conservation and Natural Resources.
 - c. **Sanitary Facilities:** Campgrounds shall furnish centralized sanitary and garbage collection facilities that shall be set back a minimum of one hundred (100) feet from any property line. Such facilities shall be screened from adjoining residential properties.
 2. **Lot or space requirements:**
 - a. **Gross density:** There shall be no more than fifteen (15) campsites per acre of gross area of the campground.
 - b. **Minimum campsite sizes:** Each campsite shall be at least thirty (30) feet wide by fifty (50) feet deep.
 - c. **Minimum tract size:** The tract size for a campground shall be at least fifteen (15) acres.
 - d. **Campsite access:** All campsites shall have thirty (30) feet frontage on a campground road or access drive, except for tent campsites within two hundred fifty (250) feet from a campground road.

3. **Parking:** A minimum of two (2) vehicle parking spaces shall be provided for each campsite. In addition to the two (2) minimum spaces required for each campsite visitor parking shall be provided at the rate of one (1) space for every three (3) campsites.

4. **Site Access and Internal Road System**

- a. Each campsite for travel trailers, self-propelled campers, recreational vehicles, pull-behind trailers, and similar vehicles shall front on a road, not an access drive.
- b. One-way roads shall have an improved cartway surface (min. 8" of compacted PennDOT No. 2A subbase installed on suitable subgrade) of no less than fifteen (15) feet.
- c. Two-way roads shall have an improved cartway surface (min. 8" of compacted PennDOT No. 2A subbase installed on suitable subgrade) of no less than twenty (20) feet.
- d. One-way roads with roadside parking on one side shall have an improved cartway surface (min. 8" of compacted PennDOT No. 2A subbase installed on suitable subgrade) of no less than fifteen (15) feet, and no less than ten (10) feet of stabilized shoulder for parking on one side.
- e. Two-way roads with roadside parking shall have an improved cartway surface (min. 8" of compacted PennDOT No. 2A subbase installed on suitable subgrade) of no less than twenty (20) feet, and no less than ten (10) feet of stabilized shoulder for parking on either or both sides used for roadside parking.
- f. Access drives shall have an improved cartway (min. 8" of compacted PennDOT No. 2A subbase installed on suitable subgrade) of no less than ten (10) feet and shall not have integral parking along their sides.
- g. All roads and access drives shall be graded to provide positive drainage from both the road cartway and shoulder surfaces. Drains and culverts shall be provided as necessary to maintain proper drainage. Road cartway surfaces on designated evacuation routes must always be capable of all-weather travel by travel trailers, self-propelled campers, recreational vehicles, pull-behind trailers, and similar vehicles and evacuation emergency towing vehicles.
- h. Stormwater Management shall be designed in accordance with this Ordinance.

- i. All roads and access drives shall have a maximum grade of six (6) percent to facilitate emergency evacuation under adverse weather or flood conditions.
- j. Dust on all roads and access drive surfaces shall be controlled using non-polluting materials such calcium chloride, bio-degradable oils or other suitable materials applied in an amount and frequency, as necessary.

5. Campgrounds in Floodplain Areas:

- a. Proposed campgrounds must comply with any applicable floodplain ordinance of the municipality in which it is situate.
- b. Each campsite within a campground proposed to be in any designated Floodplain District, shall only be occupied from April 1 through October 31 of each year or as identified in the municipal floodplain ordinance. Nothing may remain in the floodplain during the remainder of the year, except permanent structures constructed in accordance with this Ordinance.
- c. Where campgrounds are proposed to be located within any designated floodplain area, an evacuation plan must be developed and approved by the Emergency Management Coordinator. Said plan must ensure that all campsites in the floodplain will be evacuated during flood events.

6. Additional Uses: Additional uses such as management headquarters, camp store, bathhouse, and structures customarily incidental to operation of a campground are permitted, provided:

- a. They are restricted to use by occupants of the campground or their guests, only, except for special events like festivals, concerts, or other activities which may occur in the campground if the special event complies with all requirements of this Ordinance, state and federal laws and regulations, and any applicable local municipal ordinance.
- b. They otherwise comply with all requirements of this Ordinance, including any parking required for the additional use.

7. Signs: Signage must comply with the local zoning ordinance.

8. Note: A note must be added to the plan that states, "Any additional facilities installed at the campground may require land development approval from the Snyder County Planning Commission prior to construction."

Section 707 Wireless Telecommunications Facilities

- A.** The location and construction of wireless telecommunication facilities (ie. cell towers) must meet the following requirements:
 - 1.** All towers must be set back from all lot lines and structures a distance equal to the height of the tower, including antennas, plus 10% of such height.
 - 2.** All utilities servicing the facility shall be installed underground.
 - 3.** All facilities shall have an area for two (2) vehicles to park off-street.
- B.** The operator of the facility shall annually certify in writing to the municipality in which it is located and the Planning Commission that NIER levels at the site are within the threshold levels adopted by the FCC. Said certification shall be attested to by a person who, or entity that, is, by education or experience, qualified, in the opinion of the Planning Commission to make such certifications.

Article 8

ADMINISTRATION

This Article contains the procedures for amendment and modification of this Ordinance, the procedures for challenges and appeals of a decision rendered on a plan and the penalties and remedies for failure to comply with this Ordinance.

Section 800 General

- A. Amendments other than those resulting from amendments to Act 247 (Pennsylvania) Municipalities Planning Code, 53 P.S. Section 10101, as amended), shall become effective only after a public hearing held pursuant to public notice, as provided by the Pennsylvania Municipalities Planning Code.
- B. In the case of an amendment other than one prepared by the Planning Commission, the County Commissioners shall submit it to the Planning Commission for recommendations at least forty-five (45) days prior to the date fixed for the public hearing on the proposed amendment.
- C. At least once each year the Planning Commission shall review this Ordinance to determine the advisability of recommending revisions in the light of changing standards and technological advances.

Section 801 Fees

- A. The Planning Commission shall establish by resolution a schedule of fees to be paid by a developer at the time of filing any plans required by this Ordinance.
- B. The applicant shall reimburse the County for the reasonable and necessary expenses incurred for professional review of the plan, including review of all required documents, and the inspection of improvements. Such reimbursement shall be based upon a schedule established by resolution of the Planning Commission. Such expense shall be reasonable and in accordance with the ordinary and customary fees charged by the Planning Commission solicitor, engineer, or consultant for work performed for similar services in the community, but in no event shall the fees exceed the rate or cost charged by the solicitor, engineer, or consultant to the Planning Commission when fees are not reimbursed or otherwise imposed on applicants.
- C. In the event the applicant disputes the amount of such expense in connection with the professional review, including review of all required documents, and inspection of improvements, the applicant shall, within thirty (30) days of the date of billing, notify the Planning Commission in writing that such expenses are disputed as unreasonable or unnecessary, in which case the Planning Commission shall not delay or disapprove a subdivision or land development application or any approval or permit related to

development due to the applicant's request over disputed solicitor, engineer, or consultant expenses.

- D. If, within twenty (20) days from the date of receipt of the applicant's written dispute, the Planning Commission and the applicant cannot agree on the amount of expenses which are reasonable and necessary, then the applicant and the Planning Commission, or municipality if applicable, shall follow the procedure for dispute resolution set forth in Section 510(g) of the Pennsylvania Municipalities Planning Code, as amended, provided that the professionals resolving such dispute shall be of the same profession or discipline as the consultants whose fees are being disputed.
- E. No final plan shall be approved unless all undisputed fees and charges are paid in full.

Section 802 Modifications (Waivers)

- A. The provisions of these regulations are intended as the minimum standards for the protection of the public health, safety, and welfare.
- B. If an applicant can demonstrate that literal enforcement with the requirements of this Ordinance will exact undue hardship because of peculiar conditions pertaining to the land in question, then the Planning Commission may grant a modification of the requirements of the ordinance provided that the modification will not be contrary to the public interest and that the purpose and intent of the ordinance will be observed.
- C. When granting modifications, the Planning Commission may impose such conditions as will, in its judgment, secure substantially the objectives of the requirements for which modification is being granted.
- D. Modification Requests shall be listed in a table on the cover sheet of the plan set and shall include the applicable section number and a brief description of the request.
- E. Additionally, all Modification Requests shall be presented in writing, be signed by the applicant and become part of the application for development. The request shall state in full the grounds and facts of unreasonableness or hardship on which the request is based, the provision or provisions of the ordinance involved and the minimum modification necessary.

Section 803 Challenges and Appeals

- A. The decision of the Planning Commission with respect to the approval or disapproval of plans may be appealed as provided for in the Municipalities Planning Code.
- B. Any applicant or person aggrieved by a finding, decision, or recommendation by Staff with respect to approval or disapproval of a plan may appeal the action to the Planning Commission at its next scheduled meeting if a Staff Action Appeal Form is filed fifteen (15) days prior to the meeting date. Refer to Appendix C for a copy of the Appeal Form.

Section 804 Penalties for Violations in Municipalities Without Regulations

- A. The provisions of this Ordinance may be enforced by any means authorized by the Pennsylvania Municipalities Planning Code or permitted by other law.
- B. In particular and without limiting Section 804A, any person, partnership or corporation who or which has violated any provision of this Ordinance shall, upon being found liable therefor in a civil enforcement proceeding commenced by the County, pay a judgment of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500) plus all court costs, including reasonable attorney fees, incurred by the County as a result thereof. Each day that a violation continues shall constitute a separate violation subject to the provisions of Section 515.3 of the Pennsylvania Municipalities Planning Code.
- C. The County may institute and maintain appropriate actions by law or in equity to restrain, correct or abate violations of this Ordinance, to prevent unlawful construction, to recover damages, and to prevent illegal occupation of a building, structure or premises.
- D. The Planning Commission may refuse to grant any approval necessary to further improve or develop any real property which has been developed or which has resulted from a subdivision of real property in violation of this Ordinance.

Section 805 Records

The Planning Commission shall keep a record open to the public of its findings, decisions, and recommendations relative to all plans filed with it for review or review and approval for a period of at least five (5) years.

Section 806 Severability

Should any section, subsection, or requirement of these regulations be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the regulations as a whole, or of any other part thereof.

Section 807 Municipal Liability

The grant of approval of a subdivision or land development shall not constitute a representation, guarantee, or warranty of any kind by the County, the Planning Commission or by any official or employee of either entity of the practicability or safety of the proposed use and plan design, and shall create no liability upon the County, the Planning Commission or the officials or employees of either entity.

Section 808 Repealer

The enactment of this Ordinance amends and replaces the County's Subdivision and Land Development Ordinance 1980-1 adopted June of 1980, amended January 20, 2009 and most recently amended July 12, 2016.

APPENDICES

- Appendix A – Application for Subdivision or Land Development
- Appendix B – Time Extension Request Form
- Appendix C – Staff Decision Appeal Form
- Appendix D – Certifications and Notes
- Appendix E – DCNR Invasive Species
- Appendix F – Form Resolution for Municipal Submissions to County

Appendix A – Application for Subdivision or Land Development

SNYDER COUNTY PLANNING

APPLICATION FOR SUBDIVISION OR LAND DEVELOPMENT

Return to: Snyder County Planning Commission
P.O. Box 217, Courthouse
Middleburg, Pa. 17842



Phone: 570-837-4256 or 570-837-4257

Ver: 050521

TO BE COMPLETED BY STAFF

SUBJECT: Request for review of a Subdivision or Land Development under the Snyder County Subdivision and Land Development Ordinance. This Application must be completed by the Applicant, and submitted to the above address, along with a minimum of Six (6) sets of plans, accompanying documents, and the required fee.

DATE OF SUBMISSION: _____
REQUIRED FEE: _____
SCPC FILE NUMBER: _____
NUMBER OF PLANS SUBMITTED: _____
ACCOMPANYING DOCUMENTS: _____

TO BE COMPLETED BY APPLICANT

Development Name (if applicable): _____ Municipality: _____
Owner's Name: _____ Phone: _____
Owner's Address: _____
Applicant's Name (if not owner): _____ Phone: _____
Owner's Address: _____
Owners Email Address: _____ Consultant Type:
Consultant Name: _____ Architect ☐
Consultant Address: _____ Engineer ☐
Phone: _____ Surveyor ☐
Attorney: _____ Other: _____
Address: _____ Phone: _____

Review Requested: ☐ Preliminary ☐ Final ☐ Unofficial Sketch

Review Requested: ☐ Land Development ☐ Subdivision ☐ Lot Addition

Tax Parcel (s) # _____ # _____ # _____
_____ # _____ # _____

HAS A PREVIOUS APPLICATION EVER BEEN SUBMITTED FOR ANY PROTION OF THIS TRACT?

☐ Yes ☐ No

Number of lots in plan: _____ Total Acreage: _____ Lot Size: _____

PROPOSED LAND USE :

☐ Single Family Dwelling ☐ Multi-Family Dwelling ☐ Agricultural ☐ Commercial
☐ Cluster Housing ☐ Industrial ☐ Mobile Home Park ☐ Seasonal Development
☐ Wireless Telecommunications Facilities ☐ Other: _____

Proposed Water Supply : ☐ Public ☐ Community ☐ Individual Well

Proposed Sewage Disposal : ☐ Public ☐ Community ☐ On-Lot Permit # _____

Proposed Streets : ☐ Public ☐ Private ☐ No Streets Proposed

Provisions for Off-Street Parking : ☐ Driveway ☐ Garage / Lot ☐ Other _____

Building Construction by : ☐ Subdivider ☐ Developer ☐ Purchaser

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct, and complete

Applicant/Owner Signature: _____

Date: _____

Co-Applicant/Co-Owner Signature: _____

Date: _____

Appendix B – Time Extension Request Form

TIME EXTENSION REQUEST FORM

SECTION I - GENERAL INFORMATION

Applicant _____

Date _____

Address _____

Plan Title _____

SCPC File # _____

Telephone _____

Signature ¹ _____

¹ - By signing this form the Applicant understands that the Time Extension Request is in addition to the 90-day time limit prescribed by the Pennsylvania Municipalities planning Code for plan approval and agrees to an extension of that 90 day time limit.

SECTION II - TIME EXTENSION REQUEST

I/We, _____, request that the Snyder County Planning Commission agree to a Time Extension for the above mentioned plan for the purpose of:

☐ Recording an Approved Plan

☐ Meeting the Conditions of Approval

☐ Allow time to make revisions to get approval of a plan

Length of Time Extension Requested _____ Days Requested Extension Expires on _____

Justification for Extension _____

SECTION III - STAFF AND/OR SUBDIVISION REVIEW COMMITTEE RECOMMENDATION

Reviewed by: ☐ Staff ☐ Review Committee

Date of Review: _____ Reviewed by: _____

Recommendation: ☐ Approval ☐ Denial

Reasoning for Recommendation: _____

SECTION IV - PLANNING COMMISSION ACTION

Date of Action: _____

Action Taken: ☐ Time Extension Approved

☐ Time Extension Denied

Reason for Extension Approval / Denial: _____

SECTION V - ADDITIONAL COMMENTS

Appendix C – Staff Decision Appeal Form
--

APPEAL OF STAFF DECISION FORM

* The completed Appeal Form and supplemental information shall be submitted to the County Planning Office no later than 15 days prior to the regularly scheduled meeting of the Planning Commission in order for the appeal to be considered at that meeting

SECTION I - GENERAL INFORMATION

Appellant _____ Date _____
Address _____ Plan Title _____

SCPC File # _____

Telephone _____ Signature _____

SECTION II - NATURE OF APPEAL

Date of Decision by Staff _____ Decision Rendered By _____

Basis of this appeal relates to (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Conditions of Approval | <input type="checkbox"/> Ordinance Interpretation | <input type="checkbox"/> Plan Disapproval |
| <input type="checkbox"/> Processing Procedures | <input type="checkbox"/> Plan Requirements | <input type="checkbox"/> Other (List Below) |

Other: _____

Did you attempt to resolve the matter with the staff member issuing the decision? ☐ Yes ☐ No

Did you contact the Planning Director in an attempt to resolve the issue prior to filing this appeal?

☐ Yes ☐ No

Specific Decision being Appealed (Include Ordinance Section(s)): _____

Applicant's Reason for Appeal: _____

SECTION III - PLANNING COMMISSION ACTION (SCPC Use Only)

Date Appeal Heard: _____

Decision ☐ Grant Appeal (Reverse Staff Decision Fully)
☐ Deny Appeal (Uphold Staff Decision Fully)
☐ Partial Grant/Denial of Appeal

Vote: _____

Appellant Present for Appeal: ☐ Yes

☐ No

Decision Issued by Commission: _____

Dissenting Opinion(s): _____

SECTION IV - ADDITIONAL COMMENTS

Appendix D – Notifications and Certifications

Snyder County Planning Commission Approval Certification for Preliminary Plan

Preliminary Plan approval granted by the Snyder County Planning Commission on _____, 20____. The Preliminary Plan includes the complete set of plans and information that was filed as part of the application. **This plan shall not be recorded by the Snyder County Recorder of Deeds.**

Snyder County Planning Commission

By: _____
Authorized signer

SCPC File Number

Snyder County Planning Commission Approval Certification for Final Plan

Final Plan approval granted by the Snyder County Planning Commission on _____, 20____. The Final Plan includes the complete set of plans and information that was filed as part of the application.

Snyder County Planning Commission

By: _____
Authorized signer

SCPC File Number

**Snyder County Planning Commission Review Certificate
for Plan Approved by Municipality**

The Snyder County Planning Commission, as required by the Pennsylvania Municipalities Planning Code, has received a copy of this plan for review and comment on _____, 20____. This does not indicate approval or disapproval of the plan by the Snyder County Planning Commission and the Planning Commission does not represent nor guarantee that this plan complies with the various ordinances, rules, regulations, or laws of the municipality, the Commonwealth, or the Federal government.

SCPC File Number

Certificate of Survey Accuracy

I hereby certify that, to the best of my knowledge, the survey and plan shown and described hereon is true and correct to the accuracy required by the Snyder County Subdivision and Land Development Ordinance and in accordance with the laws of the Commonwealth of Pennsylvania.

_____, 20____

Professional Engineer Certification

I hereby certify that, to the best of my knowledge, the plan and engineering details shown and described hereon are true and correct and are designed in conformance with the Snyder County Subdivision and Land Development Ordinance and in accordance with the laws of the Commonwealth of Pennsylvania.

_____, 20____

Certificate of Ownership and Acknowledgement of Plan
(Individual)

On this, the _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____¹ who being duly sworn according to the law, deposes and says they are the owner and/or equitable owner of the property shown on this plan, that they acknowledge the same to be their act and plan, and desire the same to be recorded as such according to law.

2

Witness my hand and seal on this day and date written above.

3

¹ -Identify owner or equitable owner.

² -Signature of the owner(s).

³ -Signature and seal of the Notary Public or Other Officer Authorized to acknowledge deeds.

Certificate of Ownership and Acknowledgement of Plan
(Co-Partnership)

On this, the _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____¹ being from the co-partnership of _____² who being duly sworn according to the law, deposes and says that the co-partnership is the owner and/or equitable owner of the property shown on this plan, that the plan thereof was made at its direction, that it acknowledges the same to be its act and plan, and it desires the same to be recorded as such according to law.

_____³

Witness my hand and seal on this day and date written above.

_____⁴

¹ -Individual(s) representing the co-partnership.

² -Name of the co-partnership.

³ -Signature of the representative of the co-partnership.

⁴ -Signature and seal of the Notary Public or Other Officer authorized to acknowledge deeds.

Certificate of Ownership and Acknowledgement of Plan
(Corporate)

On this, the _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____¹ being of _____² who being duly sworn according to law, deposes and says that the corporation is the owner and/or equitable owner of the property shown on this plan, that he/she is authorized to execute said plan on behalf of the corporation, that the plan is the act and deed of the corporation and was made at its direction, and that the corporation further desires the same to be recorded as such according to law on its behalf.

_____³

Witness my hand and seal on this day and date written above.

_____⁴

¹ -Individual's Name and Title.

² -Name of Corporation.

³ -Signature of Individual and Corporate Seal (if applicable).

⁴ -Signature and seal of the Notary Public or Other Officer authorized to acknowledge deeds.

Lot Addition Note

Lot Addition Note

This Final Plan depicts Add-On No. _____ as an addition to the existing land of record, Lot No. _____, of the Grantee as recorded in Deed Book _____, Page _____. The Add-On and the Lot are to be joined in common and shall be considered as a single lot for further subdivision, land transfer, land development and/or building purposes.

Appendix E – DCNR Invasive Species

DCNR Invasive Plants

DCNR defines invasive plants as those species that are not native to the state, grow aggressively, and spread and displace native vegetation. Invasive plants are generally undesirable because they are difficult and costly to control and can dominate whole habitats, making them environmentally destructive in certain situations.

Not all non-native plants become invasive. In fact, very few actually do. The plants listed here have been determined by DCNR to be invasive on State Forest and State Park lands and may act aggressively in other parts of Pennsylvania. Some of the species listed below are only invasive in certain environmental conditions and there may be cases where they may be used with little environmental risk. This list was compiled through co-ordinated efforts between ecologists in Pennsylvania and other natural resource partners.

New species cross state borders and some plants that have been here for decades may suddenly become invasive due to changing land uses, changes in weather or climate, or genetic reasons, so this list may change over time and will be updated periodically. **This list is not regulatory.** It is used to guide the management efforts of DCNR lands because of knowledge that these species can become invasive under the right environmental conditions.

To learn more about invasive plants in Pennsylvania and how they can be controlled, visit www.dcnr.state.pa.us/forestry/plants/invasiveplants/index.htm.

Herbs and Forbs

COMMON NAME	SCIENTIFIC NAME	OTHER COMMON NAMES
Goutweed	<i>Aegopodium podagraria</i>	Bishop's weed, snow-on-the-mountain, holy hay
Garlic mustard	<i>Alliaria petiolata</i>	Hedge mustard
Wild chervil	<i>Anthriscus sylvestris</i>	Cow parsley, keck, bur chervil
Narrowleaf bittercress	<i>Cardamine impatiens</i>	Bushy rock-cress
Musk thistle	<i>Carduus nutans</i>	Nodding thistle
Brown knapweed	<i>Centaurea jacea</i>	Horse-knobs, rayed knapweed, hardheads
Black knapweed	<i>Centaurea nigra</i>	Lesser or common knapweed, hardheads
Spotted knapweed	<i>Centaurea stoebe</i>	
Greater celandine	<i>Chelidonium majus</i>	Tetterwort
Canada thistle	<i>Cirsium arvense</i>	Canadian thistle
Bull thistle	<i>Cirsium vulgare</i>	
Poison hemlock	<i>Conium maculatum</i>	
Jimsonweed	<i>Datura stramonium</i>	Jamestown weed, devil's trumpet, thorn apple
Hairy willow herb	<i>Epilobium hirsutum</i>	Great willowherb
Smallflower hairy willowherb	<i>Epilobium parviflorum</i>	
Japanese knotweed	<i>Fallopia japonica</i>	Fleeceflower, Mexican bamboo
Giant knotweed	<i>Fallopia sachalinensis</i>	Sakhalin knotweed
Goatsrue	<i>Galega officinalis</i>	Holy hay, professor-weed, Italian fitch
Giant hogweed	<i>Heracleum mantegazzianum</i>	Giant cow parsnip or parsley, cartwheel flower
Dames rocket	<i>Hesperis matronalis</i>	Dame's violet, dame's gillyflower, dame's wort
Yellow flag iris	<i>Iris pseudacorus</i>	
Moneywort	<i>Lysimachia nummularia</i>	Creeping Jenny or Charlie, wandering sailor
Purple loosestrife	<i>Lythrum salicaria</i>	Swamp loosestrife
Star-of-Bethlehem	<i>Ornithogalum nutans/O. umbellatum</i>	Silver bells, drooping star-of-Bethlehem
Wild parsnip	<i>Pastinaca sativa</i>	Garden parsnip
Beefsteak plant	<i>Perilla frutescens</i>	Chinese basil, purple mint
Bristled knotweed	<i>Persicaria longiseta</i>	Oriental lady's thumb, Asiatic smartweed
Lesser celandine	<i>Ranunculus ficaria</i>	Fig buttercup, pilewort

Vines

COMMON NAME	SCIENTIFIC NAME	OTHER COMMON NAMES
Chocolate Vine	<i>Akebia quinata</i>	Fiveleaf akebia, raisin vine
Porcelain berry	<i>Ampelopsis brevipedunculata</i>	Amur peppervine, porcelain vine
Oriental bittersweet	<i>Celastrus orbiculatus</i>	Asiatic or round-leaved bittersweet
Japanese hops	<i>Humulus japonicus</i>	
Wintercreeper	<i>Euonymus fortunei</i>	Climbing euonymus, fortune's spindle
English ivy	<i>Hedera helix</i>	Common ivy
Japanese honeysuckle	<i>Lonicera japonica</i>	Chinese honeysuckle
Mile-a-minute	<i>Persicaria perfoliata</i>	Devil's tear-thumb
Kudzu	<i>Pueraria lobata</i>	Vine that ate the South
Black swallow-wort	<i>Vincetoxicum nigrum</i>	Louis' or Louise's swallow-wort
Pale swallow-wort	<i>Vincetoxicum rossicum</i>	European swallow-wort, dog strangling vine

Trees

Norway maple	<i>Acer platanoides</i>	
Sycamore maple	<i>Acer pseudoplatanus</i>	Mock plane
Tree-of-heaven	<i>Ailanthus altissima</i>	Chinese or stinking sumac, tree of hell
Mimosa	<i>Albizia julibrissin</i>	Persian silk tree, silktree, silky acacia
European black alder	<i>Alnus glutinosa</i>	Common alder
Japanese angelica tree	<i>Aralia elata</i>	
Empress tree	<i>Paulownia tomentosa</i>	Princess tree, royal paulownia
Callery pear	<i>Pyrus calleryana</i>	
Siberian elm	<i>Ulmus pumila</i>	

Shrubs

Japanese barberry	<i>Berberis thunbergii</i>	Red barberry, Thunberg's barberry
European barberry	<i>Berberis vulgaris</i>	Common barberry
Russian olive	<i>Elaeagnus angustifolia</i>	Oleaster, wild olive
Autumn olive	<i>Elaeagnus umbellata</i>	
Winged Euonymus	<i>Euonymus alata</i>	Burning bush, winged burning bush, winged wahoo
Glossy buckthorn	<i>Frangula alnus</i>	
Shrubby bushclover	<i>Lespedeza bicolor</i>	Shrubby lespedeza
Chinese bushclover	<i>Lespedeza cuneata</i>	Chinese Lespedeza, sericea lespedeza
Japanese privet	<i>Ligustrum japonicum</i>	Waxleaf ligustrum, wax privet
Border privet	<i>Ligustrum obtusifolium</i>	Blunt-leaved or obtuse-leaved or regal privet
Chinese privet	<i>Ligustrum sinense</i>	
Common privet	<i>Ligustrum vulgare</i>	European privet, wild privet
Amur honeysuckle	<i>Lonicera mackii</i>	
Morrow's honeysuckle	<i>Lonicera morrowii</i>	
Bell's honeysuckle	<i>Lonicera xbella</i>	Bella or showy bush or pretty honeysuckle
Standish honeysuckle	<i>Lonicera standishii</i>	
Tartarian honeysuckle	<i>Lonicera tatarica</i>	
Common buckthorn	<i>Rhamnus cathartica</i>	Purging buckthorn
Jetbead	<i>Rhodotypos scandens</i>	Black jetbead
Multiflora rose	<i>Rosa multiflora</i>	Rambler or Japanese or baby or seven-sisters rose
Wineberry	<i>Rubus phoenicolasius</i>	Wine raspberry, Japanese wineberry
Japanese spiraea	<i>Spiraea japonica</i>	Japanese meadowsweet, nippon spiraea
Guelder rose	<i>Viburnum opulus</i>	Cranberrybush viburnum, red elder, cramp bark

Aquatic Plants

COMMON NAME	SCIENTIFIC NAME	OTHER COMMON NAMES
Carolina fanwort	<i>Cabomba caroliniana</i>	Green Cabomba, fish grass, Washington grass
Didymo	<i>Didymosphenia geminata</i>	Rock snot
Brazilian water-weed	<i>Egeria densa</i>	
Hydrilla	<i>Hydrilla verticillata</i>	Esthwaite waterweed
Floating seedbox	<i>Ludwigia peploides</i>	Water primrose
Parrot feather watermilfoil	<i>Myriophyllum aquaticum</i>	Parrotfeather
Eurasian water-milfoil	<i>Myriophyllum spicatum</i>	Eurasian milfoil, spike watermilfoil
Curly pondweed	<i>Potamogeton crispus</i>	Curly-leaved or curlyleaf or crispy-leaved pondweed
European water chestnut	<i>Trapa natans</i>	Devil pod
Narrow-leaved cattail	<i>Typha angustifolia</i>	Narrow lead cattail, nail rod
Hybrid cattail	<i>Typha x glauca</i>	
Poverty brome	<i>Bromus sterilis</i>	
Cheatgrass	<i>Bromus tectorum</i>	Downy or drooping brome, bronco grass, June grass
Japanese stiltgrass	<i>Microstegium vimineum</i>	Nepalese browntop, packing grass
Reed canary grass	<i>Phalaris australis</i>	
Common reed	<i>Phragmites australis</i> ssp. <i>australis</i>	
Shattercane	<i>Sorghum bicolor</i> ssp. <i>drummondii</i>	
Johnson grass	<i>Sorghum halepense</i>	

Grasses

Watch List

These species are on DCNR's "Watch List". This means there is reason to believe that these species have the potential to act aggressively in certain environments or in surrounding states. They could pose threats to natural ecosystems if they become invasive. These species may have value in certain situations where they are not considered invasive, but they are not preferred in natural set-

Amur maple	<i>Acer ginnala</i>	
Small carpetgrass	<i>Arthraxon hispidus</i>	Joint-head grass, hairy joint grass, jointhead
Paper mulberry	<i>Broussonetia papyfera</i>	
Butterfly bush	<i>Buddleja davidii</i>	Orange-eye butterfly bush
Orange day-lily	<i>Hemerocallis fulva</i>	
Velvet grass	<i>Holcus lanatus</i>	Yorkshire fog
Chinese silvergrass	<i>Miscanthus sinensis</i>	Eulalia, zebra grass, maidenhair grass
White mulberry	<i>Morus alba</i>	Common/Chinese/Russian white mulberry
Wavyleaf basketgrass	<i>Oplismenus hirtellus</i>	
Japanese pachysandra	<i>Pachysandra terminalis</i>	Japanese spurge, Chinese fever vine
Amur corktree	<i>Phellodendron amurense</i>	
Japanese corktree	<i>Phellodendron japonicum</i>	
Lavella corktree	<i>Phellodendron lavellei</i>	
Golden bamboo	<i>Phyllostachys aurea</i>	Yellow grove bamboo, fish pole bamboo
Rough bluegrass	<i>Poa trivialis</i>	
Ravenna grass	<i>Saccharum ravennae</i>	Hardy pampas grass
Tall fescue	<i>Schedonorus arundinaceus</i>	
Bee-bee tree	<i>Tetradium daniellii</i>	Korean Evodia
Linden viburnum	<i>Viburnum dilatatum</i>	Linden arrowwood
Doublefile viburnum	<i>Viburnum plicatum</i>	Japanese snowball bush
Siebold viburnum	<i>Viburnum sieboldii</i>	Siebold's arrowwood
Bigleaf periwinkle	<i>Vinca major</i>	Greater periwinkle
Common periwinkle	<i>Vinca minor</i>	Ground myrtle
Japanese wisteria	<i>Wisteria floribunda</i>	
Chinese wisteria	<i>Wisteria sinensis</i>	

Appendix F – Form Resolution for Municipal Submissions to County

_____ TOWNSHIP/BOROUGH,
SNYDER COUNTY, PENNSYLVANIA

RESOLUTION ____ - ____

**A RESOLUTION OF THE _____ TOWNSHIP
BOARD OF SUPERVISORS / BOROUGH COUNCIL, SNYDER
COUNTY, PENNSYLVANIA, AUTHORIZING SUBMISSION OF
SUBDIVISION AND LAND DEVELOPMENT PLANS DIRECTLY
TO THE SNYDER COUNTY PLANNING COMMISSION**

WHEREAS, the _____ Township Board of Supervisors / Borough Council ("Municipality") has enacted a Subdivision and Land Development Ordinance ("SALDO") in accordance with the Pennsylvania Municipalities Planning Code ("MPC"); and

WHEREAS, the MPC provides that all plans submitted to the Municipality for approval under the SALDO must also be submitted to the Snyder County Planning Commission ("County") for review and comment; and

WHEREAS, the Municipality wants plans submitted directly to the County by the plan preparer or applicant at the same time the plans are submitted to the Municipality to facilitate the efficient use of the Municipality's resources and timely review of the plans by the County; and

WHEREAS, the County's Subdivision and Land Development Ordinance requires the adoption of this Resolution by the Municipality and submission of a copy of this Resolution to the County prior to the submission of plans directly to the County by a plan preparer or applicant.

NOW, THEREFORE, BE IT RESOLVED by the _____ Township Supervisors / Borough Council, Snyder County, Pennsylvania as follows:

Section 1. All subdivision and land development plans submitted to the Municipality for approval under the Municipality's SALDO shall be submitted directly to the County by the plan preparer or applicant.

Section 2. A fully executed copy of this Resolution shall be submitted to the County within 10 days of its adoption.

Section 3. This Resolution shall be effective immediately.

DULY ADOPTED this _____ day of _____, 20____, by the _____ Township Supervisors / Borough Council of Snyder County, Pennsylvania, in lawful session duly assembled.

ATTEST:

_____ TOWNSHIP
SUPERVISORS:

_____, Secretary

BY: _____
Chairman

BY: _____
Supervisor

BY: _____
Supervisor

OR

ATTEST:

BOROUGH OF _____:

_____, Secretary

BY: _____
_____, President

Approved this ____ day of _____, 201__

_____, Mayor